

# Providence Grove High School

## Army JROTC Merit/ Demerit System

29 August 2016

Cadet Handout

Subject: Merit and Demerit System

I. PURPOSE: To explain the PGHS JROC Merit and Demerit System

II. GENERAL: The Merit/Demerit system is designed to provide recognition of performance outside of the class room, superior performance inside of the classroom, motivating cadets to be all they can be as citizens, and encouraging cadets to adhere to a high standard of conduct, self-discipline and personal appearance. Merit and demerit points are factored into determination of the alphabetical grade, used to assess potential in positions of greater responsibility, and for awards and decoration. Merits/demerits reset at end/start of semester.

III. EFFECT ON ALPHABETICAL GRADE

A. Academic achievement measured by performance on learning activities, independent practice and unit assessment (see course syllabus for more detail).

B. Achievement in citizenship and leadership measured by the merit and demerit system and job assignment performance.

C. Points from the merit and demerit system are reflective in academic points

IV. PROCEDURES FOR RECOMMENDING AND RECORDING MERITS/DEMERITS

A. General. Recommendations for the awarding of merits or demerits will be recorded on the appropriate form. An exception will be those resulting from unit formation may be done using the appropriate unit roster.

B. Who May Recommend. Squad Leader or higher. All recommendations are subject to SAI/AI approval.

C. Action by Cadet Initiating the Recommendation. Recommendation form filled out and Cadet whom is recommend informed. The recommending cadet then passes the form through the appropriate chain of command to the battalion S-1 for action by the SAI/AI. The appropriate commander's signatures and battalion commander signature must be preset before forwarding to the SAI/AI box for approval or disapproval.

D. Action by Commanders. The commander at each level will show his/her approval for the awarding of merit/demerits by signing the form. The form will be submitted to the S-1 who will ensure that merit/demerit recommendations are provided to the SAI/AI. Commanders will keep instructors informed of any serious disciplinary problems within their unit.

E. Actions by the SAI/AI. The SAI/AI will examine the recommendations for correctness and appropriateness, and make changes as desired.

## V. PERSONAL APPEARANCE MERITS AND DEMERITS

A. General. Cadets may receive merit/demerits for the upkeep, maintenance and correct wear of the JROTC uniform at JROTC schedule activities. This specifically applies to those situations where the cadet's appropriate/inappropriate wear of the uniform reflects directly upon the cadet corp.

B. Inspections/Awards. Cadets who are deemed outstanding by the inspecting official can be awarded personal appearance merits. Cadets who accumulate a total of 60 merits points in a given school year may earn the Personal Appearance Ribbon.

## VI. EXCEPTIONAL SERVICE MERITS:

A. General. Merits for exceptional service may be awarded for volunteer accomplishments or tasks during other than normal duty hours. Merits/Demerits earned for exceptional service affect the grade and is applied to the awarding of the School Support Ribbon, Community Support Ribbon and the Service Learning Ribbon.

B. Hourly Basis. One merit will be given for each fifteen minutes worked by the cadet in support of the unit, school and community activities. Activities include traffic control, community event set up and recovery, clean up details, and other activities as may be defined by the SAI/AI.

C. Special Projects. Points may be awarded for effective accomplishment of special projects where the effort does not lend itself to measurement on an hourly basis. Typically this applies to service learning projects where there is classroom activity involved with the project and the project may take as long as the six weeks or greater to complete. A designated cadet class will select the special project and submit it for approval to the Instructor. Upon approval, cadets will plan and coordinate the project. Notice will be given so that all members are aware of the project and can participate. Volunteers will be assigned on a first come first served basis.

D. Eligibility Period for Earning Exceptional Service Merits. The normal time for earning merits is after school or on Saturday and Sunday. Cadets wishing to work at this time will notify the SAI by the appropriate means. Cadets should not show up for work after school or on Saturday and Sunday unless they have prior arrangements with a member of the instructor staff.

## VII. MERITS:

A. General merits points are awarded for action over and above the normal performance of duty, outstanding achievement, or extra duties assigned outside the scope of the regular curriculum. The number of merits awarded is determined by the SAI/AI based upon the nature of the performance of duty.

B. Merits may be applied against demerits to negate their effect. Exception to this is that any demerits assessed for repetitive uniform or personal appearance problems, or abusive insubordination is not automatically negated by the use of merits.

C. Merits may be awarded by any JROTC instructor, cadet officer, or non-commissioned officer. Cadet leaders will keep in mind that it is unwise to give large number of merits for standard work, as the merit system is designed to reward extra work or extraordinary effort.

D. Merits are turned into the Battalion S-1 on a Merit Slip.

F. The S-1 will maintain a current and up to date record of all merits/demerits. The report will be published every two weeks for review by cadets. At the conclusion of each six weeks the S-1 will provide the SAI/AI with a merit/demerit report on all assigned cadets.

G. How to Appeal for Merit Adjustment: Cadets who feel that they did not receive merits earned may appeal for adjustment. The appeal must be submitted on the Merit/Demerit Adjustment Form to the SAI/AI. The appeal for adjustment must be submitted within two school days of the publishing of Merit/Demerit Report that you believe the omission was made on.

## VIII. DEMERITS:

A. General. Demerits are negative points and may indicate a cadet's unwillingness to respond to reasonable authority. Since demerits affect the students' overall grade and impact upon the cadet's ability to receive favorable action like promotions, awards, duty assignment and activity participation. Both the cadet recommending and the cadet receiving the demerits should take them seriously. In most instances, leaders should use demerits only when other methods like counseling have failed. The leader recommending the demerits must be careful to recommend only a reasonable amount of demerits.

B. How to Erase Demerits: Merits will erase demerits on one-for one basis. Exception to this is that any demerits assessed for repetitive uniform or personal appearance problems, or abusive insubordination is not automatically negated by the use of merits. Cadets may voluntarily work off demerits prior to the end of each grading period by performing supervised constructive work. Approved activities cadets may volunteer to work off demerits are: cleaning drill weapons (10 Merits), cleaning JROTC classroom (10 Merits), typing of administrative work in JROTC office (10 Merits), etc.

C. How to Appeal Demerits: Cadets who feel that an unjust demerit has been given have the right to appeal. The appeal must be submitted on the Merit/Demerit Adjustment Form to the SAI/AI. The appeal must be submitted within two school days of receiving the demerit.

Original Signed  
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LTC, U.S. Army (Retired)  
SAI

### Enclosures

1. Merit and Demerit List
2. Merit and Demerit Report
3. Merit and Demerit Grade Chart

## Approved Merits and Demerits

Description of Merits	Max Merits
❖ Special Team Participation (Tryout, team member)	15
❖ Member of school athletic team	15
❖ Academic Excellence (grade of A in all subjects)	15
❖ Attending/supporting Competitions, Parades, Color Guard, etc.	10
❖ A/B Honor roll	10
❖ No Absence per semester	10
❖ Fostering team building, harmony, good will	10
❖ Fundraising Activities	10
❖ Performance as class instructor (voluntary)	5
❖ Performance as assistant instructor (voluntary)	5
❖ Outstanding Acts of Leadership	5
❖ Special Projects/Events (instructor may increase)	5
❖ Outstanding Drill or Classwork	5
❖ Outstanding Performance or Appearance	5
❖ Parking Detail	5
❖ Community and School Support	1 per 15 minutes
❖ Service Learning Project	determined by SAI
❖ Special Team 1 <sup>st</sup> place in competition	25
❖ Special Team 2 <sup>nd</sup> place in competition	20
❖ Special Team 3 <sup>rd</sup> place in competition	15

## Approved Merits and Demerits

<b>Description of Demerits</b>	<b>Max Demerits</b>
❖ Aggressive behavior, hazing, verbal abuse, sexual harassment	25
❖ Cursing, Lewd Comment, Discourtesy	15
❖ Failure to wear uniform	15
❖ Improper wear of uniform during school day	10
❖ Sleeping in class	10
❖ Use of unauthorized electronic device in class (cell, ipod, etc.)	10
❖ Cheating on test	10
❖ Insubordination, direct disobedience	10
❖ Beard or hair outside of regulation (except medical profile)	5
❖ Cutting class or failure to appear at requested time	5
❖ Failure to comply	5
❖ Misconduct in class or JROTC complex/area	5
❖ Late to class or formation	5
❖ Eating or drinking (except water) in class	5
❖ Violation of school dress code	3
❖ Deliberate or careless use of government/school property	3
❖ Horseplay	2
❖ Chewing gum in ranks	2
❖ Talking in ranks	2
❖ Use of alcohol, tobacco products	referral for school suspension

**Merit and Demerit Report**

Date: \_\_\_\_\_

Cadet to Receive (circle one)      **Merit**      or      **Demerit**

Cadet Name: \_\_\_\_\_

Recommended By: \_\_\_\_\_ (Must be SL or above)

Reason: \_\_\_\_\_

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I intend to appeal before the next board

I do not intend to appeal before the next board

Signature of Receiving Cadet: \_\_\_\_\_

Initials / Recommendations BC, XO, CC, or CSM: \_\_\_\_\_ (concur / non-concur)

Remarks: \_\_\_\_\_

Board of Recommendation: Concur / Non-concur (SAI board discretion)

Names of Cadet Board Members: \_\_\_\_\_

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Cadre Decision: Initial \_\_\_\_\_ Approved / Disapproved

Remarks: \_\_\_\_\_

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## Merit and Demerit Grade Charts

Merits accumulated at the end of a semester will be used as extra credit points toward the Cadet JROTC grade. The following chart will be used:

<b>Range of Merits</b>	<b>Extra Credit (points)</b>
1 - 10	1
11 – 20	2
21 – 30	3
31 – 40	4
41 or more	5
Highest Merit	Recognition TBD by SAI

<b>Range of Demerits</b>	<b>Reduction (points)</b>
1 - 10	1
11 – 20	2
21 – 30	3
31 – 40	4
41 or more	5