

Chapter 7

CLASSROOM CONDUCT & PROCEDURES

Cadets are expected to observe correct cadet conduct at all times. Such behaviors reflect credit upon themselves, parents, KY-951 instructors, the cadet's high school & community, AFJROTC, and the U.S. Air Force.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to **"Higher Standards"** than most of the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats (to include spreading rumors) and physical attacks.

Also, any cadet that receives a school suspension (of any kind) for any reason will receive a "0" for all work missed. A cadet's journey through JROTC is to become a better citizen for America, accountability for actions is vital for growth and development into a leader.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. Flight NCO – Group/First Sergeant – Group Command Chief – Exec – Group/CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP/CC WITHOUT YOUR FLT NCO WITH YOU.**
2. Always use titles Sir/Ma'am when addressing AFJROTC staff and ranking cadets.
3. Be on time. Don't be late to class, events, etc. (15 minutes early is on time!!)
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc.).
5. Wear the correct uniform on the appropriate day. Remember wearing your **"Blues"** is the same as 300,000 + Active Duty Air Force personnel around the world. Treat this day as wearing your **"Sunday's Best."** **Cadets must bathe/shower on uniform day, no exceptions.**
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully/attentively to speaker or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet/student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking, and **ABSOLUTELY NO CHEWING GUM** in the classroom. (Only sealable water bottles).
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, School, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.




CELL PHONES: Cell phone policy is in accordance with Christian County High district instructions. Cell phones must remain turned off and out of sight during the instructional day. Students, who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from Christian County High's front office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

GENERAL INFORMATION: There are general rules that all cadets are expected to follow while in the AFJROTC classroom.

- ✧ Always call the room to attention when the following individuals enter the room:
 - ✧ SASI
 - ✧ Assistant Principal
 - ✧ Principal
 - ✧ Superintendent
 - ✧ Distinguished Visitor
 - ✧ Cadets will remain at attention until given the command:
 - ✧ ***"As you were"*** or ***"Carry on"***


Exception to this rule is when an officer or school official of equal or higher rank is already present or instruction has already started by the instructor.


- ✧ During the class period:
 - ✧ No one will leave the classroom without instructor's permission
 - ✧ Cadets must have a corridor pass, latrine pass, nurse's pass or other appropriate documentation to be outside the classroom
- ✧ Let the instructor know if you are ill
- ✧ Cadets visiting the nurse must have an excuse from the instructor prior to leaving the classroom. Cadets will be escorted if illness is severe, for safety purposes. A hall pass will be required.
- ✧ Do not sit or place feet on chairs, desks, or tables for any reason
- ✧ No hats will be worn in the classroom
- ✧ No gum/food/drinks are allowed in the classroom
- ✧ Water is authorized in a sealable water container
 - ✧ Be attentive when someone else is speaking
 - ✧ Do not leave your desk or change seats during class

-  Turn in all homework and project assignments on time
-  If you are having problems staying awake, move to the rear of the classroom
-  **CADETS** will know the term ***“Head-up or Stand-up!!”***

SLEEPING IN CLASS WILL NOT BE TOLERATED!!!

CLASSROOM PROCEDURES: At the ***“1-minute bell”*** before each class, students will stand behind (or beside) their desk at the position of ***“parade rest.”*** (To remind cadets, there is no talking while at the position of parade rest.) The Flight Sergeant will call cadets to attention and recite the KY-951 Cadet Creed. Upon completion of the Creed, the Flight Sergeant will take roll and read aloud the daily announcements. Upon completion of the announcements the Flight Sergeant will call the flight to attention. Approach the instructor, and will report to their classroom instructor with either of the ***two*** following statements:

 ***If no cadet is absent***, the Flight Sergeant will report “Sir, Flight A/B/C all present and/or accounted for and ready for instruction.

 ***If there are cadets absent***, the Flight Sergeant will report “Sir, cadet (last name for each person absent) are absent, all others present and/or accounted for and ready for instruction.

After the Flight Sergeant has reported to the instructor, the instructor will command the Flight Sergeant: ***“Loud and Proud, put them in their SEATS!!!”*** Upon command of ***“Seats”*** the class will respond at the loudest possible voice ***“Airpower!!!”*** ***Promptness is an objective of the program and cadets are expected to be behind their desks before the tardy bell rings. (Upon growth of the flight, if they take a “nickname” for their group, they may develop a “Flight Roar” for their response to “Seats”).***

*****In the event the instructor is doing other duties required by the school; the Flight Sergeant will proceed with roll and morning announcements, and after a few minutes can have the cadets take a seat. When the instructor returns, the Flight Sergeant will resume his duties and call the room to attention and report to the instructor.***

******In rare cases of emergency, the Flight Sergeant will ensure all members of the flight are standing at Parade Rest in the hallway until the instructor returns. AFJROTC cadets are expected to conduct themselves in a professional manner at all times during the school day.***

TARDY CADETS: If a cadet is tardy, they will wait at the door until after the Flight Sergeant has reported to their instructor. After the Flight Sergeant has reported, and the Instructor has given the command “**seats**” the tardy cadet will then **KNOCK ONCE**, wait until the door is open. Then the tardy cadet makes the following statement “**Cadet (last name) request permission to join the flight.**” The cadet that answered the door (usually the Flight Sergeant) will give permission to enter the classroom. An excuse slip will be immediately presented to the instructor, before cadet takes their seat and joins the flight. If the instructor is not present when the tardy cadet arrives, the cadet will report in to the Flight Sergeant who will in turn inform the instructor upon his return.

PROCEDURES DURING CLASS: During class time, an environment should be developed to assist with optimal learning. As with normal military classroom instruction, cadets should sit upright, attentive, and participate actively in classroom lectures and topics. Etiquette is still expected, but protocols can be “**relaxed**” to ensure maximum participation in daily instruction. Cadets should always be supportive and assist with cadets to exceed knowledge in all content areas. Being attentive when someone is speaking and allowing them to finish their comments foster growth in the classroom and develop respect for one another. A cadet will never try to “Over-Speak” (talking louder than the cadet who was initially speaking). Cadets should always raise their hand and provide valid information to improve the learning process. Every effort should be exhausted to not get the discussion off track, thus eliminating the process for education growth.

MATERIALS FOR CLASS: All AFJROTC students must report to class expecting to participate in a learning environment, that means that **every day a cadet must possess a pen, pencil, and JROTC specific notebook**. The JROTC notebook is used to retain important course material, prepare for tests, and record important KY-951 information. This will help cadets improve organization skills, have unit information at their fingertips, and provides one location for when preparing for weekly and semester examinations.

LEARN TO THINK BEFORE SPEAKING: Try to do things yourself rather than asking questions that are not necessary. Try to rely on your own abilities first, instead of automatically asking the instructor for the answer. **Again, reminding all current and future cadets, they will find many of their answers within this Cadet Guide.**

CLASSROOM DISMISSAL: Approximately three minutes prior to the end of class, the Flight Sergeant will request permission from the classroom instructor to take control of the class. When permission has been granted, the Flight Sgt. will instruct their flight to “**Prepare for dismissal.**” At this time, cadets should start putting their personal belonging away (pen, pencil, paper, etc.).

At the sound of the bell, the Flight Sgt. will give the following command: ***“Flight ATTENTION”*** cadets will come to the ***“Position of Attention.”*** The Flight Sergeant will then command ***“Dismissed.”*** Cadets will respond with a loud shout of ***“AIR POWER”*** or their ***“Flight Roar”*** and then depart the classroom insuring the desks are straight and in an orderly manner. ***Flight Sergeants will depart the classroom last making final check of the classroom prior to leaving.***

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