



**Cadet Handbook  
Chaparral High School  
Army JROTC  
SY 2024 – 2025  
(As of 16 April 2024)**

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## **PREFACE**

Chaparral High School was approved to begin its Army JROTC program in summer of 2022. We are now entering our third year in National Defense Cadet Corps (NDCC) status and hope to become cost shared soon. As a NDCC program this guide will help us, and you understand what we must do to become a “certified” JROTC program.

### **Purpose**

This guide outlines the program requirements for the four Leadership Education and Training (LET) core courses and elective course options approved by Army JROTC. Each course framework provides a scope and sequence outline that includes targeted competencies and time allocations deemed appropriate for student learning and assessment.

The Junior Reserve Officers’ Training Corps (JROTC) is the largest youth program, with an accredited curriculum, in high school. It serves as a character and leadership development program for our nation’s high school students. High school students enrolled in JROTC are “Cadets.” There are approximately 314,000 Cadets enrolled in JROTC in 1,731 high schools, led by 4,000 retired Army Instructors.

### **Mission**

Our Mission: To Motivate Young People to be Better Citizens. "It is a purpose of the Junior Reserve Officer's Training Corps to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment." (USC Title 10)

The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

### **Vision**

This program’s design focuses on the development of better citizens by building skills in leadership, personal growth and behaviors, citizenship, decision making, health and fitness, first aid, team building, service learning, and geography; all within a student-centered learning environment.

### **Accreditation**

The JROTC program is a cooperative effort between the Army and the host school. The Army JROTC program is accredited by AdvancED, which was created through a merger of the Pre-K-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI); the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI); and the Northwest Accreditation Commission (NWAC).

Having a program accredited by AdvancED means JROTC has demonstrated a commitment to student performance and continuous improvement in education. Therefore, JROTC provides an excellent opportunity for total personal development, with an emphasis on the principles and techniques of leadership.

### **Bobcat Battalion Basics.**

There are many lessons you must learn as you prepare to take your place in the world. One of the most important is the true meaning of Citizenship. Second, you will learn self-discipline – an indispensable ingredient of success, which involves self-control and a sense of personal responsibility. Third, you will learn to accept responsibility for your own actions, and for the actions of other cadets for whom you may lead and be responsible for. Finally, you will learn and practice leadership.

You have accepted a great challenge by joining the Bobcat Battalion. JROTC is a nationally recognized program of excellence, more specifically, for the positive changes recognized in cadets. You will be assessed by your attitude, actions, and achievements – and expected to perform every task as faithfully and conscientiously as you would expect it from others. Your actions in the classroom, at school, and in the community, especially while in uniform, will be observed and evaluated by others. You must set the best possible example!

Take advantage of the many leadership opportunities and extracurricular activities offered through JROTC. Doing so will ensure a rewarding and memorable high school experience for you.

*Run with the Cats or Catch these Claws!*

Keith O. Walker  
Sergeant Major (Ret), US Army  
Army Instructor

George N. Matthews  
Lieutenant Colonel (Ret), US Army  
Senior Army Instructor

## SECTION I

### GENERAL

1. Purpose. This Cadet Handbook provides general policies and procedures for the information and compliance of the cadets enrolled in the Bobcat Battalion. You are expected to acquire the skills of knowledge, self-discipline, patriotism, a sense of responsibility, and respond to properly constituted authority. Skills that will better prepare you for life.
2. Principles and Concepts.
  - a. The mission of the JROTC Program is to “**Motivate Young People to Become Better Citizens.**” To accomplish this mission, the curriculum is designed to provide Cadets with meaningful instruction that benefits each student, improves the community, and strengthens our nation.
  - b. This carefully designed program provides unique opportunities for each cadet to improve his or her leadership skills, develop self-confidence, enhance one’s ability to communicate with others, and promote self-discipline. While this program deals with some military subjects, **a cadet does not incur any military obligation whatsoever.**
3. Program Administration/Instructors. The program employs highly qualified retired Army officers and noncommissioned officers, with extensive training in the art of military science and leadership. These men and women bring a wealth of knowledge from years of service and experience gained during peace and war time. Our goal is to administer the program in a positive atmosphere, designed to develop the qualities of leadership in every cadet through classroom and other instructional activities.
4. Expectations. As an Army JROTC Cadet, you are expected to abide by the rules and regulations of the Army JROTC department. Perform each assigned task as well as you can. Wear your uniform correctly and with pride – you earned it. Strive to improve yourself and others. Respect our Nation’s flag and treat others with dignity, courtesy, and respect – as you would like to be treated. Finally, know and live by the Cadet Creed!

## SECTION II

### COURSE OF INSTRUCTION

NOTE: See the Course Syllabus (Annex A) for complete details, as it outlines the expectations of the course.

## SECTION III

### **BATTALION ORGANIZATION**

1. A Cadet Battalion is made up of three to four companies. However, we have two companies: Alpha Company (AM classes - 1<sup>st</sup> thru 3<sup>rd</sup> periods); Bravo Company: (PM Classes - 5<sup>th</sup> thru 7<sup>th</sup> periods) and Charlie Company is both the before/after-school sessions (“zero hour”) on Monday thru Thursday. A & B Companies two platoons, with two to three squads per platoon.

### **CADET OFFICERS AND NONCOMMISSIONED OFFICERS**

2. Command Authority: (CCR 145-2). Student leaders earn the privilege of promotion to Cadet Officer and Noncommissioned Officer. In doing so, they occupy positions of trust and responsibility as outlined in (Annex B) the Promotion SOP.
3. Cadet Officers
  - a. Officers are cadets who have clearly demonstrated exceptional followership, individual potential and demonstrated performance at all LET levels. The rank they earn for the position grants them authority to lead and command at the appropriate level.
  - b. Officers will set the example of conduct by leading from the front as they serve others with lawful orders, delegating their authority to achieve the mission while retaining responsibility for the mission.
  - c. Cadet Officers will and are expected to prepare themselves to assist Army Instructors in teaching and training underclass cadets.
4. Cadet Noncommissioned Officers
  - a. Noncommissioned Officers set the standards. They set the example that all cadets strive to emulate.
  - b. Noncommissioned Officers will lead from the front and issue lawful orders as directed by the Army Instructor or Cadet Officers.
  - c. Noncommissioned Officers will and are expected to prepare themselves to assist Army Instructors in teaching and training underclass cadets.
5. A cadet leader’s responsibility and authority at all times and will be held responsible to enforce all regulations pertaining to conduct becoming of a cadet to include the wear and appearance of the Army uniform - on or off campus.

6. All Officers and Noncommissioned Officers are responsible for the appearance, discipline, and efficiency of their squads, platoons, or companies. Commanders will arrange for regular meetings with their junior officers and Noncommissioned Officers.
7. Orders:
  - a. Cadets will adhere to and enforce all written policies from the Principal, the U.S. Army Corps of Cadets, Army Instructors, Cadet Officers, and Noncommissioned Officers of higher rank.
  - b. The main purpose of your JROTC training is to develop leadership and citizenship. To lead, one must first learn to follow. Well-trained cadets are receptive to orders from superiors no matter how informally expressed. Leaders learn quickly to work as a team to perform any task no matter what.
8. Meetings. Occur once per week as planned.
  - a. **Training meetings** are vital to the unit's success; therefore, all cadets in senior leadership positions will attend. Expected are the S3, Commanders/1SG, Platoon Leaders/ Sergeants and Specialty Team Commanders
  - b. **Command and Staff** meetings occur for the Command Teams and Primary Staff are expected to plan, resource, and organize upcoming unit activities. This meeting also ensures that work is being completed.
  - c. **Responsibility**. A cadet leader's inability to attend staff meetings may result in removal from position.

## SECTION IV

### **CADET PROMOTIONS**

1. Promotion Board. The board consists of the BN Command Sergeant Major and First Sergeants. The S1/Asst will be present to record. Board members will ask one question in each of the five categories: Chain of Command, Leadership, Drill, Current Events, and General JROTC knowledge. (Ref. Cadet Study Guide) Eligible cadets (SFC and above) seeking officer promotions the board consist of the BN Commander and Company Commanders.
2. Promotions are earned on a performance-based system as outlined in (Annex B) the Promotion SOP. The promotion SOP provides an equitable system of promotions based upon time, leadership, individual performance, and merit. This progression allows for the orderly flow through the ranks.

3. Promotion recommendations are approved/disapproved by the Senior Army Instructor and entered in JROTC Unit Management System (JUMS).
4. Promotions are earned through demonstrated proficiency in leadership (conduct, character and performance).

### CADET POSITIONS

1. Position Guidelines. Areas considered by the JROTC Senior Army Instructor (SAI) prior to selection, or retention of current position, of a cadet for a senior leadership position include:
  - a. JROTC grades (must have B- or higher)
  - b. Senior cadet leadership recommendation.
  - c. Living by Army Values & the JROTC Cadet Creed
  - d. Meeting and maintaining the grooming and uniform standards.
  - e. Instructor evaluation of leadership potential
2. Reduction in Rank. A cadet may have his / her rank reduced by three methods:
  - a. As determined by the SAI.
  - b. Cadet's chain of command.
  - c. Grade of D and below may result in a demotion of one rank and loss of position.
  - d. Grade of F may result in a recommendation for removal from JROTC.

3. Rank and Position (Start of a new school year)

<u>Position</u>	<u>Beginning</u>	<u>Ending</u>
Bn CDR	CPT/MAJ	LTC
Bn XO	1LT/CPT	MAJ
Bn CSM	SFC/1SG	CSM
S1	2LT	CPT
S1 Asst	CPL	SFC
S2	2LT	CPT
S2 Asst	CPL	SFC
S3	2LT	CPT
S3 Asst	CPL	SFC
S4	2LT	CPT
S4 Asst	CPL	SFC
S5	2LT	CPT
S5 Asst	CPL	SFC
S6	2LT	CPT
S6 Asst	CPL	SFC
Co CDR	1LT	CPT
Co XO	2LT	1LT
Co 1SG	SFC	1SG



PLT LDR	SFC	2LT
PLT SGT	SGT	SFC
SQD LDR	CPL	SSG
SQD MBR	CDT	CPL
Guidon	CDT	CPL

4. Cadet of the Month Board.

- a. A board is held once a month to identify the cadet who will represent the Bobcat Battalion as Cadet of the Month.
- b. A cadet may be selected by the chain of command but must be in good standing to compete.
- c. The board consists of the BN Command Sergeant Major and First Sergeants. Any substitutes must be approved by the Commander. The S1/Asst will be present to record. Board members will ask one question in each of the five categories: Chain of Command, Leadership, Drill, Current Events, and General JROTC knowledge.
- d. Cadets are scored on a scale of one to ten for each question asked. Military bearing and appearance make up 50% of the areas scored. Each board member's scores are added up, and then divided by the number of members to get the final average score for each cadet.
- e. After scores are totaled, the cadet leader in charge of the board hands the results to the SAI for approval. There is only one winner for each company board.
- f. A cadet selected as the winner will receive a cadet of the month ribbon (N-1-9), and points towards eligibility for promotion, and their picture displayed in the common area.
- g. A cadet will only be allowed to win Cadet of the Month twice (2 times) in one year.
- h. The Cadet of the Year board will be held in April. All winners from the previous months will be eligible to compete for the championship. This overall champion will be recognized at the Military Ball and receive two free tickets to the Ball.

5. Merits and Demerits:

- a. JROTC discipline is an outward manifestation of mental attitude and state of training, which renders obedience and proper conduct instinctive under all conditions. It is founded upon respect for and loyalty to leadership and

authority. **Disciplinary action is NOT punishment, it reinforces the standards of the program.**

- b. Being disciplined means that cadets are learning to place the tasks of their unit above their own personal desires. It means that they are learning to follow the orders of their leaders, so that even in a leader's absence, they will observe established rules and conduct themselves properly.
- c. **Merits/Demerits. The individual squad leaders are responsible for the accuracy and honesty of their cadets and their own weekly merit reports, and discrepancies are to be reported to your chain of command immediately. This would preferably be done during weekly in rank inspections. Not wearing the uniform on the assigned day/ a make up day, as well as not participating in PT without a cause are both cases subject to a demerit. Teachers and administrators have the full capability to deliver merits and demerits as they see fit. Full details on merits/demerits can be found in Annex C. (Merit/Demerit SOP)**
- d. The Merit/Demerit record will remain on the Conference Room Command and Staff board.

## **SECTION V**

### **JROTC ACTIVITIES & TEAMS**

#### **1. Battalion Activities & Teams.**

- a. Freshmen Orientation/Leadership camp. All new Cadets are encouraged to attend the CHS Bobcat JROTC Freshmen Orientation ("bootcamp") prior to entering their first LET Year. Bobcat Battalion leadership attendance is required.
- b. The Military Ball is the social highlight of the year. This formal dinner and dance is planned by Command and Staff and includes senior recognition, the Royal Court, music, food, and dancing. The ball is typically held in the month of April. (Exact date TBD for 2024-2025)
- c. The Dining-In is a formal dinner for members of the Bobcat Battalion organization. It provides an occasion for cadets to meet socially at a formal military function. The purpose of a dining-in is to recognize individual and/or unit achievements or any events that are effective in building and maintaining esprit de 'corps.
- d. Cadet Challenge is a mandatory physical fitness assessment. This challenge consists of a one-mile run, shuttle run, pull-ups, curl-ups and v-sit reach. This fitness assessment is graded and the end of each period.

- e. Cadets in good academic and merit standing may join any JROTC team: Rifle, Drill and Color Guard, etc. Cadets are encouraged to participate.
- f. JROTC Cadet Leadership Challenge (JCLC). Cadets must earn approval from the JROTC Cadre to attend. Cadets who successfully complete this training are awarded a summer camp ribbon (N-3-5) and merit points.

**Teams (Uniform Cords): (Note for editing: earned honorably)**

Color Guard (White)	Practice, compete in a drill competition on a team or demonstrate squad drill.	A cadet earns the cord after completing all supported missions with honor and distinction.
Drill Teams (Red)	Practice, compete in a drill competition on a team or demonstrate squad drill.	A Cadet earns the cord after completing all scheduled competitions.
Musical Team (Blue)	Rehearse, participate in parade events, Military Balls, Award Presentations.	A Cadet earns the cord after supporting all scheduled events
Marksmanship (Tan)	Practice: compete and place in rifle match, earn Expert Badge.	Cadet earns the cord with a qualification of marksmanship or better.
Honor Organization (Gold)	A cadet assigned in a staff position	Cadet will wear the cord while in exceptionally academic standard.
Orienteering (Green)	Active Orienteering Team Member	A Cadet earns the cord after completing all scheduled orienteering events.
PT/Raider Team (Black)	Active PT/Raider Team Member: Must pass the fitness challenge National Standards	Cadet earns the cord after participating in a competitive event. Earns the ARC for place in event.
Honor Guard (saber) (Orange)	Practice, participate in school/ community events, graduations, etc...	A Cadet earns the cord after supporting all scheduled events; flag detail, etc...

- g. A cadet may participate in more than one club if they have a B average in JROTC.

**SECTION VI**

**MILITARY STANDARDS**

1. Every cadet is expected to always conduct themselves properly, both on and off campus, in a manner that reflects credit on themselves, their parents and Family, their school, the Corps of Cadets and the United States Army.

**MILITARY COURTESY**

2. Courtesy is good manners and politeness when interacting with others. The only distinction between military and civilian courtesy is the forms of courtesy that have become customs and traditions of the service.

- a. The hand salute is one of the most important of the military courtesies and is simply the military way of saying "Hello". It is also customary to say, "Good Morning, Sir/Ma'am," when exchanging salutes. Cadets in uniform will salute Cadet Officers and members of the Armed Forces of the United States entitled to a salute, both on and off school grounds.
- b. Cadets addressing Army Instructors will use their rank and last name. Proper responses to officers will be "Yes Sir or No Sir or Ma'am." Proper responses to Noncommissioned Officers will be "Yes Sergeant or No Sergeant." When an instructor is conducting roll call the proper response is "Here Sir or Ma'am" or "Here Sergeant."
- c. Cadets will address one another appropriately by rank and last name.

### **CLASSROOM CONDUCT**

3. Upon completion of accountability formation, Cadets will take orders from the senior cadet for further instructions. If an ranking cadet walks into the area any cadet who recognizes them must call the group; platoon; company, etc. to attention" to include the initial time an officer instructor or school official enters the room. The senior cadet leader present will call out "At Ease" when a non-commissioned officer (NCO) instructor initially enters the room when an officer is not present. Cadets will not resume work until given permission by the instructor or person in charge.
  - a. Each cadet will sit with good posture, keeping his/her feet off the furniture. Cadets will not sit on tables or lean back in chairs.
  - b. Each cadet is responsible for their own note taking or writing materials, to include paper, pen, pencil, etc. Failure to bring paper and pencil to class will equal a demerit for work habits which will affect a cadet's grades.
  - c. Each cadet is to report to their assigned classroom.

### **CADET GROOMING STANDARDS**

4. Personal Appearance. JROTC is a uniformed organization which is judged, in part, by how cadets wear a prescribed uniform and maintains his/her personal appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to JROTC and contributes to building the pride and esprit essential to an effective Corps of Cadets.

- a. **Personal appearance and grooming standards.** Cadets will always present a professional appearance and will continue to set the example in the Corps of Cadets both in and out of class on campus. Pride in appearance includes adherence to KISD dress code, AR 670-1, CCR 145-2, dtd.12 August 2022.
  1. **Hair:** Hair must be well-groomed and conservative, with no eccentric or faddish styles. Men's hair must be short and tapered, while women's must be neatly arranged and styled.
  2. **Mustache:** Mustaches are allowed but must be neatly trimmed and can't go past the upper lip. Beards and goatees are generally prohibited, except under certain circumstances, such as religious accommodations or medical conditions.
  3. **Fingernails:** Cadets will keep their fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform.
  4. **Tattoos:** Cadets cannot have tattoos that are extremist, indecent, sexist, or racist. Tattoos on the hands, neck, or face are also forbidden, except for certain circumstances.
  5. **Hygiene:** Cadets must maintain good personal hygiene, including regular bathing, use of deodorant, and clean clothing.
- b. It is the responsibility of instructors to use good judgment in determining if personal appearance is acceptable supported by current regulations and policy guidelines.

## SECTION VII

### UNIFORMS AND EQUIPMENT

1. Male and Female Uniforms.
  - a. The uniform of the United States Army is more than a mere suit of clothes. It is a symbol of honor, tradition, and achievement. Smart appearance and proper conduct while in uniform is an indication of self-respect, pride, alertness, and loyalty to the Bobcat Battalion.
  - b. The Operational Camouflage Pattern (OCP) uniform will only be issued and worn during the Annual JROTC Summer Camp or when otherwise specifically authorized by the SAI. JROTC insignia will be worn on the Operational Camouflage Pattern (OCP) uniform in accordance with current Department of Army Regulations and U.S. Army Corps of Cadets Regulations. The type of uniform for the day will be designated by the SAI.

- c. The Army Cadet Service Uniform, (ACSU) uniform will be worn once per week to include wearing them at your host high school. JROTC insignia will be worn on the ACSU uniform in accordance with current Department of Army Regulations and U.S. Army Corps of Cadets Regulations. (Cadets may only wear the uniform as authorized).
- d. Army Physical Fitness Uniform (APFU). The PFU or appropriate physical fitness attire is the only authorized wear for fitness training days. The Army APFU is only authorized to wear when worn as a complete uniform.
- e. Refer to the Cadet Reference Guide for more details on the correct wear and appearance of the Authorized uniforms.

2. Responsibility and Maintenance.

- a. Safeguarding and caring for the issue of government property is the responsibility of the Cadet; however, before a student can formally enroll in JROTC, his/her parent or guardian must conduct inventory and sign for all issued items. Cadets must carefully check clothing and equipment (issue or turn-in) before placing his/her signature on the clothing form, since their signature is verification that the transaction is correct.
- b. A cadet is responsible for the accountability of all items received from the JROTC Program. They will financially reimburse JROTC if any clothing or equipment items are lost or damaged (not fair wear and tear).
- c. Each cadet is responsible for dry-cleaning or washing and drying their uniforms prior to returning them to JROTC. All items received by the cadet will be returned on hangers or in the same boxes issued with the uniform. **A fee may be assessed when uniforms are returned, not laundered, or dry-cleaned.**

3. Text Books. The Army Junior ROTC LET textbooks and workbooks, Army Field Manuals, and JROTC Regulations are loaned to each cadet. Other authorized publications are on file in the JROTC Office for reference and study. Cadets will bring the appropriate texts and manual(s) and a writing instrument to all scheduled classes.

## **SECTION VIII**

### **INSPECTIONS**

1. Inspections.
  - a. Weekly inspections ensure high standards of personal appearance and enable the Military Instructors to observe the condition of clothing and equipment issued to cadets.
  - b. Normally, Wednesday is the weekly inspection day. The SAI may alter the inspection day as deemed necessary.
  - c. Formal and informal inspections occur as directed by 5<sup>th</sup> Brigade, Cadet Command, or designated Director of Army Instruction (DAI) and support staff during each academic school year. Cadets must work hard for this inspection because the results determine which unit of honor star is worn.
  - d. Weekly Inspections are worth “Lab” points: 5 is a perfect score, 1 if present and not in uniform, and 0 points if not present. This Lab cannot be made up.