

## Chapter 4

### CLASSROOM RULES, PROCEDURES, ANNOUNCEMENTS

**4.1. Classroom Rules.** All cadets will abide by the following class rules to receive AFJROTC course credit. Cadets **WILL NOT**:

- 4.1.1. Chew gum, eat food, or drink beverages (except water/Gatorade type drinks) in the classroom, cadet area, or instructor office unless authorized by SASI or ASI
- 4.1.2. Wear hats or other headgear indoors during any cadet activity. The wear of bandannas and other faddish clothes are prohibited during any corps or school sanctioned activity
- 4.1.3. Talk when the instructor or a guest lecturer is talking unless recognized
- 4.1.4. Throw object(s)
- 4.1.5. Write on the chalkboard, bulletin board, whiteboard, or on any other visual aid without the instructor's permission
- 4.1.6. Fail to store and secure book bags as directed by the SASI or ASI
- 4.1.7. Place books, purses, or other personal belongings in aisles or walkways
- 4.1.8. Sleep or put head down on the desk unless authorized by instructor due to illness
- 4.1.9. Be loud, disruptive, or participate in any form of "horseplay"
- 4.1.10. Fail to address instructors, guest lecturers, or cadet officers when in uniform or in formation in or out of uniform as "Sir" or "Ma'am", by their rank, or as "Mr" or "Ms"
- 4.1.11. Enter instructor area or use telephones without permission
- 4.1.12. Come to class NOT prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, and aerospace science books for assignments as directed by SASI/ASI
- 4.1.13. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students
- 4.1.14. Touch models on ceiling.
- 4.1.15. Bathrooms are off limits once the bell has rung until after the instructor's announcements.
- 4.1.16. Use cellphones during class instruction time unless directed by the SASI/ASI

**4.2. Classroom Procedures.** The following are the daily classroom procedures:

4.2.1. Cadets will SIT at their desks after all personal belongings to include book bags are properly secured before the tardy bell stops ringing and prepare for roll call. If a cadet is not in ROTC and sitting, they are considered tardy.

4.2.2. Flight Sergeant or 1<sup>st</sup> Element Leader will then call roll at their discretion. The Flight Sergeant will call the room to ATTENTION for roll call. When cadets name is called, they respond HERE SIR/MA'AM. Bring the Flight to PARADE REST. Flight Sergeant will give instructors the attendance. The Flight Sergeant will then proceed to classroom and call the room to ATTENTION and salute the Flight Commander. The Flight Commander or Flight Sergeant will then lead the flight in the Pledge of Allegiance. After Pledge TAKE YOUR SEATS then review orders of the day.

4.2.3. The Flight Commander/Sergeant will call the flight to ATTENTION when the instructor arrives and will SALUTE the instructor and state ALL PRESENT AND ACCOUNTED FOR SIR/MA'AM. After the report, the instructor will direct the flight to TAKE YOUR SEATS.

4.2.4. Unexcused absences and tardiness will negatively affect Outstanding Flight competition, cadet awards, cadet's course grade, field trips and competitions. Being on time and attending school are qualities which will ensure success in school and later in the job market.

4.2.5. When the instructor is finished with their lesson plan, they will direct the Flight Commander/Sergeant to TAKE CHARGE OF YOUR FLIGHT. Cadets will stop class work and put classroom materials away. Cadets will clean off their desks, pick up any trash in the immediate vicinity of their desks, align their desks, then retrieve their personal belongings, and prepare for dismissal.

4.2.6. The Flight Commander/Sergeant will then check that all trash is picked up and the desks are aligned. One male and One female will check the backrooms to ensure there is no clothing left behind. Flight Commander/Sergeant will DISMISS the flight when ready, but not before the bell. Cadets can then orderly depart the classroom.

4.2.7. The Flight Commander, Flight Sergeant, and Elements Leaders are responsible for the conduct of their flight during the class period when the instructor is not in the classroom. All cadets will abide by any Flight Commander/Sergeant/Element Leader instructions.

**4.3. Cadet Bulletin Boards, Announcement Boards, and Distribution Box. Before anything is posted in the classroom it will be initialed by either the SASI or ASI.** All cadets will review daily the cadet bulletin and announcement boards located in their AFJROTC Classroom. All cadets assigned to a leadership position will also check announcement boards and their distribution box located in the Cadet Office as directed. Normally, all cadet meetings should be scheduled one week in advance. For emergency meetings, the cadet must obtain permission from an AFJROTC instructor to post the meeting. The cadet conducting the meeting should post the date, time, location, who must attend, and a brief description of the meeting on the cadet announcement boards or in a written memo. Failure to provide adequate notification time will not be held against the cadet(s) who are requested to attend the meeting. Failure to read and comply with any instructions can impact grades, promotion, and AFJROTC awards.

**4.4. Challenge Coin.** The challenge coin began with wealthy pilots who flew during the time of the Army Air Corps. A pilot always had these custom-made coins made for every member of his squadron and asked them to carry it on their person. One member wore his in a leather pouch around his neck. When said person was shot down over Germany and was forced to make an emergency landing, this coin came in great use. He was taken as a prisoner of war for Germany, and while in transport, was given a chance to escape by an attack by Britain. The man dressed himself in German civilian clothes and made an escape through Germany into a French patrol station. The Frenchmen believed he was a German enemy by his attire and was scheduled for execution. He donned the coin he wore around his neck and was set free by the French after they recognized his unit insignia. After he returned to the United States, it then became a tradition for every member of his squadron to carry the coin all the time. The coin is now used to increase morale within the military and encourage camaraderie.

**4.4.1. The Unit Coin.** The FL-955 Unit Coin was brought about in 2009. The Indian head on the front symbolizes our school mascot, the West Nassau Warrior, and the pride we have for our school. Our Unit designation, FL-955 AFJROTC, is on the front, along with the name of our school, West Nassau High School. On the back is the Emblem of the United States Air Force on a background of the American flag, representing the esteem we hold for the military and our country. The words Air Warrior is on the back, showing whoever looks at the coin who we are and the name of our group. The words Integrity, Service, and Excellence are on the back of the Coin as well, naming off the Air Force Core Values and what we will always use to positively represent our Unit, school, community, and nation.

**4.4.2. Rules Of The Game.** When a cadet becomes eligible to purchase a coin, he is automatically brought into the game. The Challenge Coin may only be pulled by a cadet in the JROTC room before or after school, and during lunch. At no time is a cadet permitted to pull the Coin in the changing rooms during PT, during JROTC class, or during any type of uniform wear. The SASI and the ASI have the discretion to pull the Coin at any JROTC sponsored event. If you are in a dress or skirt, you do not have to play but still owe the penalty.

**4.4.2.1 If A Coin Is Pulled.** When the Coin is pulled, there are two ways to challenge. 1. Tap your coin twice and announce a challenge. 2. Lift up your coin above your head and announce a challenge. Whatever room or area you are in you are eligible. If you are in an adjacent room, you are not eligible. The other cadets in the game must then present their own coins. Ladies may keep theirs in their purse if the purse is within arm's reach. If a cadet does not have the Coin on their person, or within arm's reach, they must drop and give fifteen (15) male push-ups in front of the SASI and ASI's office door. After the Coin has been pulled, everyone in the room is now safe from push-ups for the rest of the time they are in the room. Cadets who enter after the first pull of the Coin are eligible and can be challenged by anyone with a Coin. If everyone who is challenged has it, the person calling the challenge will have to pay the penalty by doing thirty (30) pushups.