

“Wherever you are, be all there.”

-Jim Elliot

Chapter 4

COURTESY, CONDUCT, AND BEHAVIOR

- 4.1 Courtesy: Military courtesy in the cadet Corps is the mutual respect held among cadets. It demands polite and considerate behavior towards everyone. It is important to remember that though cadet commanders are your peers, they are also in charge of their respective fields and should be treated with the same respect as the SASI/ASI.
- a. Saluting: It is customary for cadets, when in uniform, to initiate a salute upon recognition to cadet officers of a higher rank. College ROTC cadet officers and active duty/retired commissioned officers of the United States military **upon recognition** and *after* receiving an award from such individuals. The U.S. Flag is saluted outdoors during the playing of the National Anthem, while being raised/lowered, and at other occasions.
 - b. Calling Room to Attention: It is customary for a person to call the room to attention upon the entrance of a higher ranking active duty/retired commissioned officer and when they leave the room for the day. This courtesy should be extended to the GP/CV, GP/CC, college ROTC officer, the SASI, and special military guests. However, be certain that there is no officer of equal or higher rank already in the room.
 - c. Use of Titles: Civilians are addressed as Mr, Mrs, Miss, and Ms. Military personnel are addressed by their rank. Cadets may be addressed as Mr or Miss, or by their cadet rank, such as “Cadet Sergeant Joe Bag O’Donuts.”

“The way I see it, if you want the rainbow, you gotta put up with the rain.”

-Dolly Parton

- d. Respect for Authority: Responsible and successful cadets develop respect for authority. Cadets are expected to respect the authority given to other cadets. Because of cadet rotation through different Corps positions, cadets are expected to extend the proper courtesy to every cadet, regardless of experience, age, or school year.
- (1) A cadet must first learn to follow before they can lead--something they can do only if they are willing to accept authority.
 - (2) The most important ability is responsibility. All cadets, in command/staff positions or not, must be responsible in all of their actions and in their jobs.
 - (3) Use of rank and authority must not be abused. A strong leader does not issue orders arbitrarily, without reason or thought. Leaders are responsible for providing a proper example at all times and for maintaining good order and discipline.
 - (4) Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from class or to change existing orders without approval from the SASI/ASI.
- e. When asked a question or when speaking to another cadet or the SASI/ASI, cadets are expected to stand and reply "Yes Sir" "No Sir" or "Yes Ma'am" "No ma'am" and are expected to address others as Ma'am and Sir.

"Those who do most, dream most."

-Stephen Leacock

- 4.2 Conduct: Cadets must conduct themselves in an appropriate manner, similar to the active duty Air Force, at all times.

- a. Attitude: Each cadet will endeavor to develop their potential through active participation in Corps activities, and must strive to be respectful, courteous, and cooperative at all times.
 - b. Academic Standards: All ROTC cadets will fall under the UIL “**No Pass, No Play**” policy of eligibility before participating in any ROTC related co-curricular or extracurricular activities. If a cadet holding a Corps job is placed on probation, their Vice Commander, NCOIC, or other designated person will take over their responsibilities. If after the probationary period the cadet is still not passing, they are to be removed from their position and a permanent replacement will be chosen by the GP/CC.
 - c. Classroom Conduct: The following procedures apply for classroom conduct:
 - Initiating and terminating classroom instruction:
 - The Flight Sergeant will report all absent and tardy to the Flight Commander. The Pledges of Allegiance will be recited and the FLT/CC will make any announcements and then will turn the class over to the SASI/ASI as “Sir, class is prepared for instruction.”
 - At the end of class, the SASI/ASI will turn the class back to the Flight Commander, who will call the class to attention, make any pertinent announcements, and then dismiss the class.
- (2) Discipline must be maintained in the classroom at all times.
- (a) Cadets will obtain permission to speak out of courtesy, and remain in their seats.
 - (b) Only materials that pertain to the Corps should be read or worked on during class-time.
 - (c) Food and drinks will only be allowed with permission from the SASI/ASI. Bottled water with a cap is allowed anytime.

- (d) Cadets will avoid causing loud noise or “horse play”, throwing objects in the classroom, and defacing chairs and tables.
 - (e) Only materials from class will be on the room’s tables (no one shall sit on tables). Only one cadet will be in each chair. All four legs of the chairs will remain on the floor.
 - (f) Cadets will obtain permission from the Command Staff or SASI/ASI to move pictures, letters, or notes from the bulletin boards. Cadets must also obtain permission to write on the classroom’s whiteboards.
 - (g) All sign-up sheets or announcements circulated in the pass around book will be **typed**. Exceptions will be made in *emergency* situations only.
- d. SASI/ASI Office Procedures: Cadets are encouraged to utilize the SASI/ASI Open Door Policy. However, cadets will knock to enter and wait until admitted. *The telephone is strictly for business and will not be utilized for personal calls.*
- e. Classroom Privileges: Cadets are allowed into the classroom before and after school and during open lunch periods. They are expected to exercise proper behavior and encouraged to use this time for assisting the Corps or studying. The classroom is not a recreation room. Failure to maintain proper decorum could result in the loss of this privilege.
- a. Public Display of Affection (PDA): PDA is described as **any** physical contact between two people as described under the RRISD’s Student Handbook section of sexual harassment. PDA at **anytime** while in uniform, the ROTC room, the immediate hallway, outside in front of the Corps room, or while at a ROTC sponsored meeting or event is unacceptable. Military escorting at a formal function is the only time physical contact is allowed. “Goodbye/Hello” hugs and kisses are allowed if extended to *family members* ONLY. **PDA WILL NOT BE TOLERATED BY ANYONE**. Cadets referred to the SASI/ASI by any teacher for excessive PDA will be appropriately counseled and disciplined.

“Nobody is perfect. Look for the good in others. Forget the rest.”

-Barbara Bush

- 4.3 Behavior: Cadets are expected to be well behaved and in control of their actions. Misbehavior, especially on a continuing basis, will not be tolerated. The following disciplinary actions may be taken for any misconduct:
- a. Counseling: The JAG, Deputy JAG, JAG Representative, or the SASI/ASI, as appropriate, may counsel Cadets.
 - b. Form 341s: A Form 341 may be positive or negative. For a cadet that has not been following ROTC and/or school standards, it is used as a warning. For a cadet that has shown outstanding performance it is used to show gratitude to that person. Anyone may issue a Form 341 (to any cadet), however it must be reviewed by a JAG representative or the JAG/CC or Deputy JAG and approved by the SASI/ASI.
 - c. Restrictions: Cadets may be restricted from extra-curricular activities, co-curricular activities, and field trips, etc for not maintaining corps standards.
 - d. Demotion: Cadets may be recommended by the GP/CC to the SASI/ASI for demotion for violating corps standards.

“Failure is the opportunity to begin again, more intelligently.”

-Henry Ford

- 4.4 Judge Advocate General (JAG) Program: The JAG program is responsible for issuing and maintaining all of the records pertaining to all Form 341s, Letters of Counseling, Letters of Reprimand, and Article 15s. JAG representatives are the JAG, Deputy JAG, and all Flight Sergeants. JAG training will be provided at the beginning of their tour.
- a. Any cadet who does not wear the uniform properly or does not meet the high standards of courtesy, conduct, or behavior, expected in the Corps, can expect to receive negative Form 341s, LOCs, and LORs, and Article 15s. Cadets that show

outstanding performance may receive positive Form 341s or LOCs.

- b. A Form 341 is a form used to document inappropriate or outstanding behavior. Form 341s may be issued by anyone.
- c. A Letter of Counseling (LOC) is used to document inappropriate or outstanding behavior. 341s may be issued for negative behavior and actions by cadets. They are issued to recognize outstanding behavior, uniform appearance, courtesy, and conduct above and beyond expectations. LOC maybe issued by the SASI/ASI anytime. A copy of the LOC will be forwarded to the cadet's parents.
- d. A Letter of Reprimand (LOR) is used to document inappropriate behavior. It is issued after an LOC. LOR's from SASI/ASI maybe issued for violations of any standardization. A copy of the LOR is forwarded to the cadet's parents and goes into their permanent records.
- e. An Article 15 is issued to a cadet who has continuously failed to maintain standards or in accordance with the JROTC handbook. Along with the Article 15, the cadet is removed from the JROTC program in accordance with the instructor and principle's approval. A copy is sent to the parents and the student's permanent records.
- f. LOCs, LORs and Article 15s may be appealed to an appeals board within 15 days of issue. The appeal must be in writing. Parents/guardians are invited to attend the appeals board. The appeals board consists of GP/CC, GP/CV, the SEA, the JAG, and one instructor as a minimum. The findings of the appeals board will be final, and the cadet must follow the instructions issued by the board.

“Success does not consist in never making mistakes, but in never making the same one a second time.”

-George Bernard Shaw