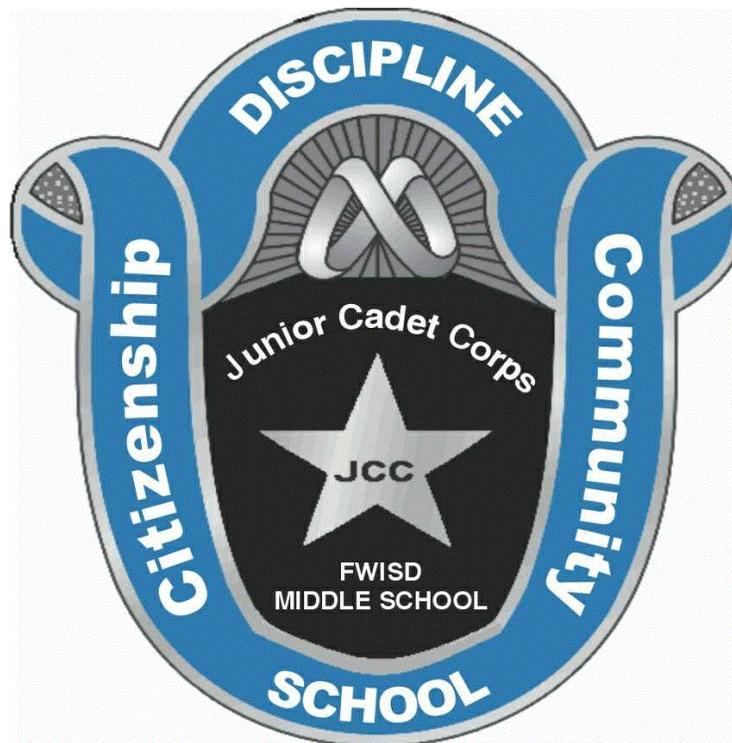


FORT
WORTH



INDEPENDENT SCHOOL DISTRICT



**JUNIOR CADET CORPS
HANDBOOK**



INDEPENDENT SCHOOL DISTRICT

2901 SHOTTS ST., SUITE D / FORT WORTH, TEXAS 76107/ TELEPHONE: 817-871-3256



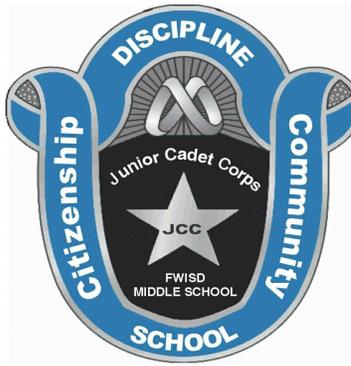
JROTC DEPARTMENT

SUBJECT: Junior Cadet Corps Handbook Procedures

TO: All cadets enrolled in Fort Worth Independent School District (FWISD), Junior Cadet Corps (JCC) Middle School program.

1. As a JCC cadet you are embarking on one of the most interesting and valuable educational experiences of your middle school career. In JCC you will be given the chance to participate in your education and will learn to be a better citizen. The program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life. This Cadet Handbook will be used to:
 - a. Set standards and establish procedures.
 - b. Supplement guidance set forth in the FWISD and school campus code of conduct.
 - c. Serve as primary reference and continuity file for JCC cadets.
2. All cadets enrolled in the JCC programs are personally responsible to read the cadet handbook, be knowledgeable of its contents, and comply with the standards and procedures established.
3. Any questions, comments, or recommendations will be forwarded to the JCC Coordinator for consideration and incorporation as necessary.

JEREMIAH G. MARSHALL
CW4, USA (Ret)
Coordinator, JCC Programs



JUNIOR CADET CORPS SYMBOLISM

The Star

The **Star** reflects the cadets' commitment to Discipline, School, Community and Citizenship, which will help shape their lives in becoming better citizens.

The Infinitum Loop

The **Infinitum Loop** symbolizes the infinite amount of knowledge, discipline, and respect the Junior Cadet Corps program instills in its cadets for the rest of their lives.

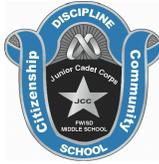
The Array of Lights

The Arrays of **Lights** above the infinitum loop symbolizes life opportunities and paths that are open to cadets in planning their adult lives.

The Colors

Blue is the sign of truth, which is the foundation of the Junior Cadet Corps Honor Code. It states, "I do not lie, cheat or steal and will always be accountable for my actions."

Silver is the sign of pride. It is the cornerstone in a cadets' sense of self-confidence and esteem in their abilities to overcome life's challenges.



Mission

Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.

Motto

Responsible Citizenship with Commitment to Community and School Service.

Honor Code

I do not lie, cheat, or steal, and will always be accountable for my actions.



INTRODUCTION

The purpose of this hand book is to inform you about cadet responsibilities, classroom procedures, policies, standards, entering and departing classroom, classroom instructions, maintaining cadet notebook, promotions, rank structure, leadership responsibilities, uniform requirement, merit/demerit system and grading policy. In addition to the above policies and procedures cadets will obey Fort Worth ISD (FWISD) and school campus code of conduct.

As a cadet, you are responsible for keeping yourself informed and complying with all policies, procedures and standards outlined in this cadet handbook. When you encounter situations not specifically covered in this handbook, you should use good judgment and common sense. If in doubt concerning any orders, regulations or instructions, you should request clarification from your Junior Cadet Corps (JCC) Instructor. Cadets are responsible for maintaining and taking care of their cadet handbook.

I AM A CADET

1. I do not lie, cheat or steal.
2. I will always tell the truth no matter what the consequences are.
3. I will read and comply with the JCC Handbook.
4. I will wear my cadet uniform properly and with pride throughout the day on designated uniform days.
5. I will follow instructions from my JCC instructor and teachers.
6. I will be responsible and accountable for my own actions.
7. I will be completely honest in dealing with my JCC Instructor, teachers and fellow cadets.
8. I will respect the dignity, personal property and privacy of my fellow cadets.
9. I will cooperate with my JCC Instructor, teachers, fellow cadets and classmates.
10. I will not fight in school and will respect the rights of my fellow cadets and students.
11. I will report to my JCC instructor and teachers any violations of the Cadet Creed, schools policies, or other wrongdoings.
12. I will ask questions when instructions are not clear.
13. I will be on time for all my classes and drill practices.
14. I will safe guard and be responsible for my cadet uniform.
15. I will keep my classroom area and myself neat and clean.
16. I will patriotically support the JCC program, my school and my community.

I, Cadet _____, having read the above statements, do pledge to comply with and uphold the same to the best of my ability. I understand that any violations of the above rules may result in me being removed from the Junior Cadet Corps.

SIGNATURE: _____ DATE: _____

CHAPTER 1

1-1 Professional Courtesy

Professional Courtesy points out the need for mutual respect between leaders and subordinates, and it cannot be one-sided. It demands from you a polite and considerate behavior towards others and you may expect the same from them. Listed below are common professional courtesies that cadets will adhere to.

- a. Cadets will stand at the position of parade rest when speaking to the JCC instructor and JROTC Department staff.
- b. Saluting is a long established custom of exchanging courteous greeting between individuals in military uniform. When outside cadets are required to salute JROTC Department staff officers.
- c. The junior ranking individual initiates the salute, and the senior ranking person returns the salute.
- d. The hand salute will be rendered during the raising or lowering of the U.S. Flag, and the playing of the National Anthem.
- e. Civilians are addressed by their title of Mr., Mrs., and Ms. Military personnel are addressed by their rank.
- f. Cadets will address JROTC Department staff and instructors by their rank (i.e. Sergeant, First Sergeant, Chief, Captain and Lieutenant Colonel) and their last name.

CHAPTER 2

2-1 Discipline

The JCC middle school program foundation is built on strict Discipline. Discipline is a trait that all successful civilian and military person possess. Cadets are expected to exercise strict discipline at all times. Cadets that fail to exercise appropriate discipline will be subject to the following forms of disciplinary actions.

- a. Cadets will drop for push-ups and other exercises as directed by the JCC instructor.
- b. Cadets will assume the front leaning rest position.
- c. Cadets will stand at position of attention.
- d. Cadets will stand at position of attention at the back of classroom/corner facing the wall.
- e. Cadets will write essays as directed.
- f. Cadets will write letters of apology as directed.

CHAPTER 3

3-1 Desired Learning Outcomes

- a. Express a desire to graduate from school.
- b. Demonstrate knowledge of the rights, responsibilities, and respect for constituted authority, privileges, and freedom that underline good citizenship.

- c. Demonstrate positive self-esteem and winning behavioral concepts in a culturally diverse society.
- d. Demonstrate the ability to think logically and to communicate effectively.
- e. Demonstrate knowledge of the danger of substance abuse and the importance of mental management, including goal setting and positive self-talk.
- f. Describe the importance of diet and physical fitness in maintaining good health and appearance.
- g. Demonstrate an understanding of the history, purpose and structure of the JCC program.
- h. Demonstrate proficiency in basic military skills (such as drill and ceremonies, first aid, and map reading) that are necessary for working effectively as a team.
- i. Describe the importance of citizenship through American history from the Revolutionary period to the present as it relates to America's future and culture.

CHAPTER 4

4-1. Uniform Requirement

The JCC cadet uniform is the standard for enrollment in the JCC program. The JCC instructor will inform the cadets concerning uniform cost, collect the money and size/order all cadet uniforms. The following items/accessories are part of the JCC uniform:

- | | |
|---|----------|
| a. JCC Pants (Charcoal Grey) | Standard |
| b. JCC Shirt Button Down (Tan) | Standard |
| c. JCC Physical Fitness T-Shirt (School colors) | Standard |
| d. JCC Award Ribbons | Optional |
| e. JCC Black Windbreaker Jacket | Optional |
| f. JCC Ball Cap | Optional |
| g. Black Boots (Required if on drill Team) | Optional |
| h. Black Web Belt/Buckle (If lost \$5.00) | Issued |
| i. Nametag (If lost \$2.00) | Issued |
| j. Rank Insignia (If lost \$3.00) | Issued |

CHAPTER 5

5-1 Uniform Dress and Appearance

The JCC cadet uniform has been adopted by FWISD and is the standard for enrollment in JCC program.

- a. Cadets are required to purchase a complete cadet uniform (shirt, pants and T-shirt) to be worn once a week for the in-ranks inspection on the designated uniform day.
- b. When in uniform cadets must present a military appearance at all times.
- c. Cadets must wear the uniform the entire school day to receive full credit.

- d. No excuses will be accepted for failure to wear the uniform.
- e. When cadet has an excused absence on uniform day, the uniform will be worn the next day that the cadet attends school. Cadets will receive full credit for wearing the uniform the next day.
- f. Buttons on the shirt will be buttoned, except the top button.
- g. Cadets will keep shirrtails tucked in pants at all times, even after school.
- h. Cadets are required to wear a white T-shirt when wearing the JCC uniform.
- i. Cadets are required to wear black footwear and black socks when in uniform.
- j. At no times are cadets allowed to have hands in pockets, except to retrieve items.
- k. Female cadets are only allowed to wear stud earrings when in uniform.
- l. Male cadets are not allowed to wear earrings when in uniform.
- m. Belt buckle/tip will be subdued (black) when wearing the uniform.
- n. Nametag will be centered on the right shirt pocket flap.
- o. Ribbons will be centered 1/8 inch above the left shirt pocket, clean and not frayed.
- p. The Leadership tag will be worn 1/8 inch above the ribbons. The JCC leadership tag has higher precedence over ribbons.
- q. JCC Drill Meet Badge will be centered on right shirt pocket.
- r. Cadets are required to remove all loose strings on the uniform before wearing.

CHAPTER 6

6-1. Personal Grooming – Male

- a. Hair will be clean and cut to present a neat groomed appearance.
- b. Hair must not touch the ears or the shirt collar.
- c. Earrings will not be worn while in uniform.
- d. Hair will not be worn in extreme or fad style such as a Mohawk, ducktail, or braids; fad hair coloring is not authorized.
- e. No visual appearance of piercing on face, nose or tongue, or as deemed by the JCC Coordinator.

6.2 Personal Grooming – Female

- a. Hair will be clean, neatly arranged and styled to present a professional feminine appearance.
- b. Hair will not touch the shirt collar.
- c. Hair will not be worn in an extreme or fad style.
- d. Hair will not be worn with ornaments such as ribbons, jeweled pins, etc. however, plain barrettes to hold hair in place are appropriate.
- e. Small conservative gold, white, or silver colored round pierced or clip earrings may be worn. When worn, earrings must fit tightly against the ear and will not extend below the earlobe. Only one (1) earring or healing post may be worn in each earlobe.

CHAPTER 7

7-1. Entering Classroom

The Cadet Class Leader (CCL) and Cadet Squad Leaders (CSL) are responsible for reporting to class before other cadets to receive instructions from the JCC Instructor.

- a. CCL will post in front of the class to monitor cadet's ability to stand at the position of attention. Cadets who break the position of attention will be disciplined. The CCL will assume the position of parade rest while monitoring class.
- b. Cadets will enter the classroom and go directly to their assigned seat. Cadets must stand behind or beside their desk at the position of attention, keeping head and eyes looking straightforward. There is absolutely no movement at position of attention.
- c. Upon entering, the classroom cadets are not allowed to talk at any time before the tardy bell rings.
- d. Once the bell rings, cadets will follow the commands of the CCL to take their seats. (Take Seats)
- e.

CHAPTER 8

8-1 Classroom Procedures and Rules

- a. The class leader or the first cadet(s) that observe a JROTC department staff, principal or outside guest entering the classroom will call the class to attention. Cadets will stand up, assume position of attention and remain standing until instructed to do otherwise.
- b. Cadets will address the JCC Instructor and JROTC Department staff by their military rank i.e., Master Sergeant, Chief, Master Chief, Major, LTC, etc.
- c. Cadets will stand up and assume the position of parade rest when speaking to JROTC department staff and outside guest.
- d. Cadets must address the person they are speaking to by saying the following: Rank/Title of the person they are speaking to (i.e. 1SG Jones, MSG Smith, etc.); their name (i.e. Cadet Thomas) and then answer the question.
- e. Cadets will raise their hand and wait to be acknowledged before speaking.
- f. Cadets will not leave their seat unless given permission.
- g. Cadets will bring to class pen/pencil, paper and cadet notebook to class everyday.
- h. Cadets will not enter the instructor's area (i.e. sitting behind and touching anything on the instructor's desk).
- i. Cadets will take care of all personal business prior to entering the classroom (i.e. going to the restroom and locker).
- j. Cadets will not chew gum, eat or drink in the classroom.
- k. Cadets will not horseplay at anytime in the classroom.
- l. Cadets will report to class on time. Excessive tardiness will not be tolerated.
- m. Cadets will pay attention and participate in group discussion.
- n. Cadets are required to keep notes, handouts and other lesson material in the cadet notebook.
- o. Cadets are encouraged to ask questions when instructions are not clear.

CHAPTER 9

9-1 Departing Classroom

The CCL is responsible for releasing the class. Prior to releasing the class the CCL will ensure police of classroom, arrange/align chairs/desk and collect personal items. The CCL will then post in front of class and give the following commands:

- a. Cadets on your feet or attention.
- b. Cadets will stand up and assume the position of attention.
- c. Dismiss cadets by squads.
- d. Each squad will march out in single file from left or right.
- e. Sequence will continue until all squads have departed.

CHAPTER 10

10-1 Cadet Notebooks

Cadets are required to purchase a three (3) ring binder (cadet notebook) and bring it to class daily. Organizational and neatness of cadet notebook will be evaluated, and results counted toward end of semester grade.

- a. Cadets will keep all handouts, notes and lesson materials in the cadet notebook.
- b. Cadets are responsible for organizing all notes, handouts and lesson materials passed out in class in his/her cadet notebook.
- c. Cadet notebooks will be subject to inspection to determine if all lesson materials are present.
- d. The cadet notebook MUST be brought to class daily. (No Exception)

CHAPTER 11

11-1 Positions and Responsibilities

The JCC instructor will appoint all leadership positions. The positions are as follows: Commander of Cadets (COC), Cadet Class Leader (CCL) and Cadet Squad Leaders (CSL). Each class will have one (1) class leader and four (4) squad leaders. Cadets will be evaluated in leadership positions in the following areas: leadership, responsibility, discipline, cooperation and conduct. Listed below are the duties and responsibilities for all leadership positions:

- a. **Commander of Cadet:** Assist the JCC Instructor in any area he/she deems necessary. The COC is responsible for holding JCC program formation at school functions when assembled in mass formation; holding drill team formation and scheduling leadership meetings based on guidance from the JCC instructor. *The COC is authorized to wear a white pistol belt with brass buckle and single braid leadership shoulder cord on the left shoulder. (Corps Colors Blue/Grey)*

- b. **Cadet Class Leader:** Assist the JCC instructor in any area he/she deems necessary in conducting in-ranks inspection. The CCL is responsible for reporting to class early; monitoring cadet's ability to stand at the position of attention; seating and dismissing class; scheduling squad leaders meetings; keeping track of merits/demerits and assisting during drill and ceremony. *The CCL is authorized to wear single braid leadership shoulder cord on the left shoulder. (School Colors)*
- c. **Cadet Squad Leaders:** Responsible for keeping control of their squad in the classroom; assisting in conducting in-ranks inspection and filling out merits/demerits forms to be provided to the CCL.
- d. **Staff Positions:** The appointment of staff positions is optional.

CHAPTER 12

12-1 Rank and Promotions: Entry level: Cadet, Cadet Private, Cadet Private First Class, and Cadet Corporal

- a. The rank of cadet corporal is the highest rank that can be achieved in the JCC middle school program. Once a cadet is promoted he/she must wait two (2) months before they are eligible to take the next promotion test. School and community service hours will start over after each promotion.

Example: If a cadet is promoted to the rank of cadet private in the month of August, he/she will not be eligible to take the private first class promotion test until October. Cadets that fail a promotion test are eligible to retest the following month.

- b. Cadets must be passing all school subjects in order to be promoted, and must not have received an infraction during the promotion month. Failing cadets cannot hold leadership positions. Those who fail to meet the standards will not serve in leadership positions.
- c. Promotion ceremony will be conducted on Wednesday's during the in-ranks inspection. The promotion requirements for private, private first class and corporal are listed below:

Promotion to Cadet Private:

1. Perform (two) 2 hours of community or school service.
2. Written Test: Mission, Motto, and Honor Code (See figure 1, page 24)
3. Identify cadet ranks of enlisted and officer. (See figure 1, page 24)

Promotion to Cadet Private First Class:

1. Perform four (4) hours of community or school service.
2. Identify cadets ranks of enlisted and officer. (See figure 1, page 24)
3. Written Test: Mission, Motto, and Honor Code (See figure 2, page 25)

4. Identify Chain of Command. (See figure 2, page 25)
5. Identify enlisted/warrant/commission officer ranks. (See figure 3/4, page 27/28)

Promotion to Cadet Corporal:

1. Perform six (6) hours of community or school service.
2. Identify cadets ranks of enlisted and officer. (See figure 1, page 24)
3. Written Test: Mission, Motto, and Honor Code (See figure 2, page 25)
4. Identify Chain of Command. (See figure 2, page 25)
5. Identify enlisted/warrant/commission officer ranks. (See figure 3/4, page 27/28)
6. Know JCC objectives. (See figure 5, page 29)
7. March a squad using the 22 drill commands as outlined in the JCC Handbook. (See figure 5, page 29)

CHAPTER 13

13-1 Merit/Demerit Form

A merit and demerit system will be used to award or discipline cadets in the following areas:

Merits

- a. Assisting in JCC duties above and beyond classroom hours.
- b. Commendable appearance during in-ranks inspection.
- c. Exemplary knowledge of subject being taught in classroom instructions.
- d. Outstanding performance during drill instructions, physical training and in classroom group discussion.
- e. Personal actions reflecting credit on the JCC.
- f. Performance of duty during and after school hours (i.e. keep classroom and school campus clean).
- g. Special recognition by JCC instructor or other teachers.
- h. Exceptional display of duty.

Demerits

- a. Failure to stand at the position of attention upon entering the JCC classroom.
- b. Failure to obey/follow cadet handbook procedures or classroom instructions.
- c. Failure to use correct procedures when addressing JCC instructor or JROTC instructors and staff.
- d. Creating disturbance in class, formations or during in-ranks inspections.
- e. Failure to wear the uniform on designated days.
- f. Failure to wear the uniform properly.
- g. Failure to wear the uniform for the entire school day.
- h. Talking back to the JCC Instructor, teachers, staff and administrators.
- i. Displaying a negative or bad attitude.
- j. Conduct unbecoming of a cadet. (JCC Instructor discretion)
- k. Excessive tardiness (3 times) (1 page essay on the importance of being on time)
- l. Eating or chewing gum in the classroom, formation or during in-ranks inspection.

CHAPTER 14

14-1 Grading Policy

A numerical grade will be given for JCC assignments using the following grading scale:

100 - 91	A
90 - 81	B
80 - 70	C
69 - Below	Fail

Students that are not in attendance on uniform day will wear their uniform on the next school day to receive full credit. The following areas will be used to compute six-week grade average.

Tests, daily class assignments, quizzes	10%
Reports, written or oral	10%
Class participation and/or attitude	10%
Event participation	30%
Wearing the uniform (inspection is included)	<u>40%</u>
Total	100%

CHAPTER 15

15-1 Awards and Ribbons

The awards program is one that intends to recognize the special achievement of deserving cadets. Awards can be earned by cadets who demonstrate academic achievement, unusual leadership ability, or for extra curricular performance. Cadets are responsible for purchasing each ribbon awarded at a cost to be determined by the instructor.

- a. Awards will be given to recognize individual, team and unit achievements. It is particularly important that awards be given:
 1. To deserving individuals and teams.
 2. Promptly
 3. During an appropriate ceremony
- b. Only awards, decorations and badges prescribed in this handbook will be worn on the JCC Cadet Uniform.
- c. Successive awards will be reflected as follows:
Cadets are authorized to wear a star as 2nd award.

- d. Most awards are awarded annually thereby limiting the number of times awards can be earned to two (2). For those awards not limited to a specific time frame, JCC instructors may establish the criteria for earning initial and subsequent awards. JCC instructors are encouraged to ensure the criterion is stringent enough to make the award as prestigious as possible yet within reach of those willing to work for it. Too liberal criteria can diminish the prestige to those who consciously worked for it and too stringent criteria could deter the desire to try. As a guide, more than one (1) award, of a particular award, per year should be reviewed carefully and as a matter of general policy is discouraged.
- e. “Annual” awards may be presented at a time the JCC instructor deems most beneficial for morale.

15-2 Rank & Precedence

Ribbons will be worn in accordance with the following rank and precedence from top to bottom and right to left (on the left chest of the wearer).

Distinguished Junior Cadet Corps Award for Leadership Excellence

J—1	Academic Excellence Ribbon
J—2	Academic “A” Honor Roll Ribbon
J—3	Academic “B” Honor Roll Ribbon
J—4	Perfect Attendance Ribbon
J—5	Student Government Ribbon
J—6	Leadership Service Ribbon
J—7	JCC “A” Ribbon
J—8	School Athletics Ribbon
J—9	School Band Ribbon
J—10	School Choir Ribbon
J—11	Physical Fitness Ribbon
J—12	JCC Athletic Ribbons
J—13	JCC Instructor Leadership Ribbon
J—14	Personal Appearance Ribbon
J—15	JCC Proficiency Ribbon
J—16	Drill Team Ribbon
J—17	Orienteering Ribbon
J—18	Color/Honor Guard Ribbon
J—19	Adventure Team Ribbon
J—20	Commendation Ribbon
J—21	Good Conduct Ribbon
J—22	Parade Ribbon
J—23	Recruiting Ribbon
J—24	School Service Ribbon
J—25	Community Service Ribbon
J—26	Service Learning Ribbon
J—27	Director Service Ribbon
J—28	Drug Free Ribbon
J—29	National Honor Society Ribbon
J—30	Impact Ribbon
J—31	Unassigned

15-3. Description, Criteria and Presentation Procedures:
(See figure 2-1, JCC Ribbons)

Distinguished JCC Award for Leadership Excellence:

Criteria: Awarded annually to one cadet who exhibits the highest degree of leadership, academics, citizenship, and knowledge excellence in the unit.

Awarded by: Director of JROTC Programs

Tarrant County Veterans Council:

Criteria: Awarded annually to one cadet who has participated in the Tarrant County Veterans Council sponsored Veterans Day Parade, exhibits the high degree of leadership, academics, citizenship, and patriotic excellence in the unit.

Awarded by: Director of JROTC Programs

J-1 Academic Excellence Ribbon:

Criteria: Awarded annually to one cadet in each grade level for maintaining highest school academic grades.

Awarded by: Principal

J-2 Academic “An” Honor Roll Ribbon:

Criteria: Awarded annually to those cadets who maintain a grade of “A” (3.5) in all academic subjects.

Awarded by: JCC Instructor

J-3 Academic “B” Honor Roll Ribbon:

Criteria: Awarded annually to those cadets who maintain a grade of “B” (2.5) in all academic subjects.

Awarded by: JCC Instructor

J-4 Perfect Attendance Ribbon:

Criteria: Awarded to cadets with no unexcused absences for a specific period. SAIs may establish one school year for each award or if desired, may use one semester per award.

Awarded by: JCC Instructor

- J-5 Student Government Ribbon:
Criteria: Awarded annually to cadets elected to a student government office during the year. Awarded by: Principal
- J-6 Leadership Service Ribbon:
Criteria: Awarded to cadets for successfully completing first semester of training of each grade year. Ribbons will normally be awarded at the end of the fall semester. They may be awarded at the end of other semesters for cadets entering first semester of grade level at other than fall semester.

Awarded by: JCC Instructor
- J-7 Junior Cadet Corp “A” Ribbon:
Criteria: Awarded to cadets who earn a grade of “An” in JCC. JCC instructors may establish one (1) school year for each award, or if desired, may use one (1) semester per award.

Awarded by: JCC Instructor
- J-8 School Athletic Ribbon:
Criteria: Awarded to cadets who are active members of a school athletic team.

Awarded by: Principal
- J-9 School Band Ribbon:
Criteria: Awarded to cadets who are active members of the school band.

Awarded by: Principal
- J-10 School Choir Ribbon:
Criteria: Awarded to cadets who are active members of the school choir.

Awarded by: Principal
- J-11 Physical Fitness Ribbon:
Criteria: Awarded annually to cadets who maintain excellent physical fitness. Male cadets must run one (1) mile in 8:30 minutes or less; females in 10:45 minutes or less. Awarded by: JCC Instructor

J-12 Junior Cadet Corp Athletic Ribbon:

Criteria: Awarded annually to cadets who excel in JCC athletics.

Awarded by: JCC Instructor

J-13 Junior Cadet Corp Instructor Leadership Ribbon:

Criteria: Awarded annually to one (1) cadet per GRADE level who displays the highest degree of leadership. Awarded by: JCC Instructor

J-14 Personal Appearance Ribbon:

Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

Awarded by: JCC Instructor

J-15 Proficiency Ribbon:

Criteria: Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: JCC Instructor

J-16 Drill Team Ribbon:

Criteria: Awarded annually to drill team members.

Awarded by: JCC Instructor

J-17 Orienteering Ribbon:

Criteria: Awarded annually to cadets who are members of orienteering teams.

Awarded by: JCC Instructor

J-18 Color/Honor Guard Ribbon:

Criteria: Awarded annually to members of color/honor guard.

Awarded by: JCC Instructor

J-19 Adventure Training Ribbon:

Criteria: Awarded annually to cadets who are members of adventure training type units.

Awarded by: JCC Instructor

J-20 Commendation Ribbon:

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his/her grade and experience.

This award will not be used indiscriminately and the criteria will not duplicate other awards. The performance of duty, act or achievement should set the cadet apart from peers.

Awarded by: JCC Instructor

J-21 Good Conduct Ribbon:

Criteria: Awarded annually to the cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: JCC Instructor

J-22 Parade Ribbon:

Criteria: Awarded to cadets for participation in parades. SAI may prescribe the number of required to be eligible for the ribbon and subsequent devices. Awarded by: JCC Instructor

J-23 Recruiting Ribbon:

Criteria: Awarded to cadets for efforts and accomplishments in recruiting new cadets for the JCC program. Service member may prescribe criteria required for eligibility for each award.

Awarded by: JCC Instructor

J-24 School Service Ribbon:

Criteria: Awarded annually to those JCC cadets who voluntarily provide services beyond the normal academic or class requirements, in support of school and/or Battalion activities.

Awarded by: JCC Instructor

J-25 Community Service Ribbon:

Criteria: Awarded annually to those JCC cadets who voluntarily participated in providing of services and/or assistance to the Community as a part of the Battalion's Community Service Support Program.

Awarded by: JCC Instructor

J-26 Service Learning Ribbon:

Criteria: Awarded annually to cadets who participate in service learning projects. Awarded by: JCC Instructor

J-27 Director Service Ribbon:

Criteria: Awarded annually to those JCC cadets who voluntarily participated in providing services and/or assistance to FWISD as a part of the CORPS' Community Service Support Program.

Awarded by: Director of JROTC Programs

J-28 Drug Free Ribbon:

Criteria: Awarded annually to cadets who participate in "Drug Free" Program.

Awarded by: JCC Instructor

J-29 National Honor Society Ribbon:

Criteria: Awarded to cadets who are active members of the National Honor Society.

Awarded by: JCC Instructor

J-30 Impact Ribbon:

Criteria: Awarded to cadets who exhibits exceptional performance above and beyond the call of duty.

Awarded by: Coordinator of Junior Cadet Corps Programs

J-31 Unassigned:

JUNIOR CADET CORPS RIBBONS

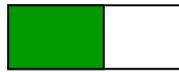
RANK & PRECEDENCE: Ribbons will be worn in accordance with the following rank and precedence from top to bottom and right (on the left chest of the wearer).



Academic Excellence
J-1-R114



"A" Honor Roll
J-2-R204



"B" Honor Roll
J-3-R205



Perfect Attendance
J-4-R101



Student Government
J-5-R137



Leadership Service
J-6-R102



JCC "A"
J-7-R212



School Athletic
J-8-R110



School Band
J-9-R104



School Choir
J-10-R113



Physical Fitness
J-11-R111



JCC Athletic
J-12-R112



JCC Instructor
Leadership
J-13-R107



Personal Appearance
J-14-R109



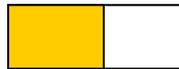
Proficiency
J-15-R115



Drill Team
J-16-R108



Orienteering
J-17-R139



Color/Honor Guard
J-18-R201



Adventure Team
J-19-R106



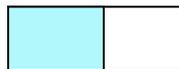
Commendation
J-20-R207



Good Conduct
J-21-R215



Parade
J-22-R210



Recruiting
J-23-R221



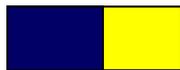
School Service
J-24-R222



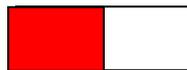
Community Service
J-25-R219



Service Learning
J-26-R220



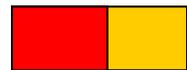
Director Service
J-27-R208



Drug Free
J-28-R202



National Honor
Society
J-29-R230



Impact
J-30-R228



Unassigned
J-31-R137

CHAPTER 16

16-1 Special Teams

The JCC program provides a number of special teams and activities designed to meet the wide and varied interest of our cadets. Special teams are held on an extracurricular basis after normal school hours. Participation in special team activities is totally on a voluntary basis.

16-2 Drill Teams

The purpose of the drill team is to instill self-discipline, teamwork, communication skills and leadership training. The JROTC Department will sponsor two (2) drill competitions per school year. (Fall and Spring) Drill teams, color guards, physical fitness and academic challenge teams will compete against other JCC middle school programs. The JCC instructor may exclude any cadet from competition if that student has failed to meet JCC program standards of conduct and leadership

16-3 Color Guard Male and Female

The purpose of the color guard teams is to instill self-discipline, teamwork, communication skills and leadership training. The color guard team will also be used to Post the Colors during school assemblies, and at FWISD special functions.

16-4 Adventure Team

The JCC instructor will sponsor an Adventure Team during the school year when a sufficient number of cadets are interested in forming a team. The purpose of the team is to provide an extracurricular activity to conduct training in military skills not provided in the Program of Instruction. Training in advance field first aid and physical conditioning are some examples. Training of this nature conducted outside the school and not approved by the JCC program, is not an authorized activity, and will not be called by a title, which indicates affiliation with the JROTC Department.

16-5 Orienteering Team

The purpose of the team is to provide training in land navigation and physical conditioning.

CHAPTER 17

17-1 Physical Fitness Training

All cadets must maintain acceptable standards of physical fitness. All cadets enrolled in the JCC program are exempt from the school's physical education class. The JCC Instructor will conduct physical training weekly in accordance with the *Getting Started on Total Fitness and Taking the Challenge* program. (See JCC Student Text) Cadets are required to purchase a JCC T-shirt for physical fitness training.

CHAPTER 18

18-1 Field Trips:

The JCC instructor will plan field trips whenever possible.

CHAPTER 19

19-1 Attendance:

Cadets are encouraged to set an attendance goal to attend school every day. Cadets that achieve a prefect attendance record will receive the Perfect Attendance Ribbon. The JCC middle school program that has the highest attendance rate at year-end will receive the JCC Attendance Award.

CHAPTER 20

20-1 Formal Inspection:

All middle schools JCC program will be inspected each semester in the following areas: in-ranks inspections; drill phase; color guard; platoon drill and curriculum knowledge. The intent is to inspect all cadets during each class period in which all phases of the inspection will be cadet led. Based on the Final Formal Inspection results, one (1) middle school will be awarded a Best School Formal Inspection Certificate.

FIGURE 1

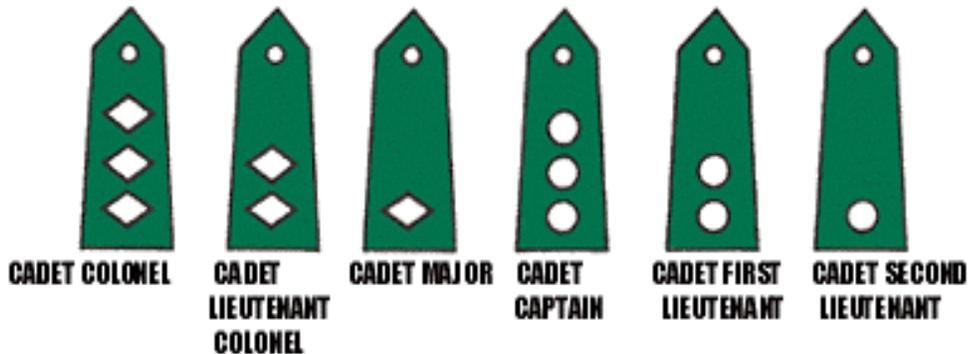
PRIVATE PROMOTION REQUIREMENT

JUNIOR CADET CORPS MISSION: PREPARE STUDENTS FOR RESPONSIBLE LEADERSHIP ROLES WHILE MAKING THEM AWARE OF THEIR RIGHTS, RESPONSIBILITIES, AND PRIVILEGES AS AMERICAN CITIZENS.

JUNIOR CADET CORPS MOTTO: RESPONSIBLE CITIZENSHIP WITH COMMITMENT TO COMMUNITY AND SCHOOL SERVICE.

HONOR CODE: I DO NOT LIE, CHEAT, OR STEAL, AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS.

INSIGNIA OF GRADE FOR CADET OFFICERS



INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL

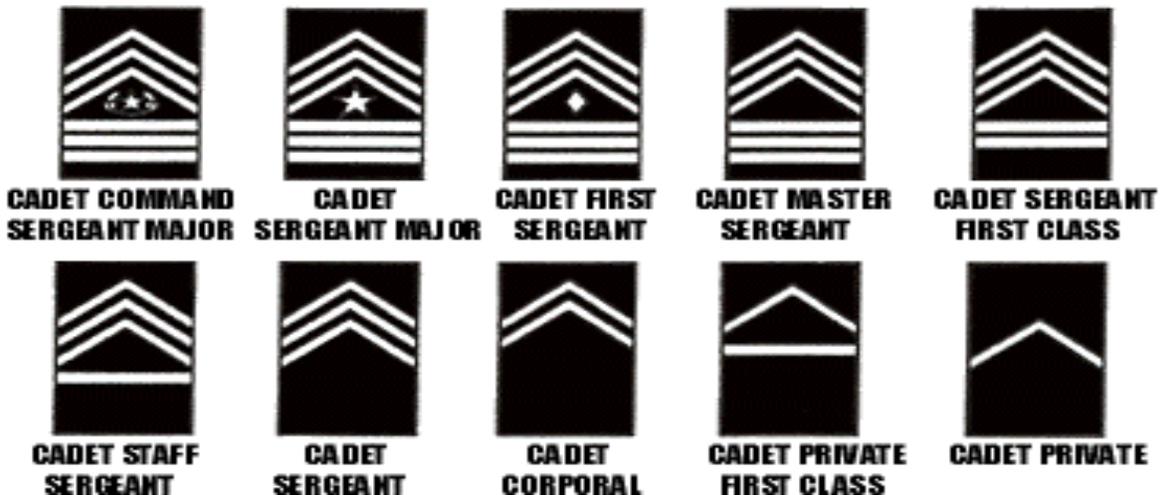


FIGURE 2

PRIVATE FIRST CLASS AND CORPORAL PROMOTION REQUIREMENT

JUNIOR CADET CORPS MISSION: PREPARE STUDENTS FOR RESPONSIBLE LEADERSHIP ROLES WHILE MAKING THEM AWARE OF THEIR RIGHTS, RESPONSIBILITIES, AND PRIVILEGES AS AMERICAN CITIZENS.

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CHAIN OF COMMAND

COMMANDER-IN-CHIEF

SECRETARY OF DEFENSE

SECRETARY OF THE ARMY

CHIEF OF STAFF OF THE ARMY

COMMANDER, TRADOC

COMMANDER, ACCESSION COMMAND

COMMANDER, CADET COMMAND

COMMANDER, WESTERN REGION ROTC

COMMANDER, 12TH BRIGADE

SUPERINTENDENT of FWISD SCHOOLS

DIRECTOR, JROTC PROGRAMS

COORDINATOR, JUNIOR CADET CORPS

COMMANDER, CORPS OF CADETS

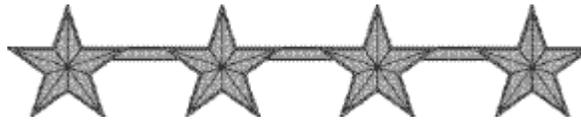
DEPUTY CORPS COMMANDER

CORPS COMMANDER SERGEANT MAJOR

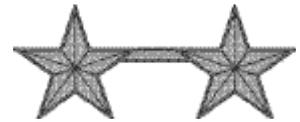
FIGURE 3

PRIVATE FIRST CLASS AND CORPORAL PROMOTION REQUIREMENT

**U.S. ARMY RANK INSIGNIA
(OFFICER)**



GENERAL



MAJOR GENERAL



GENERAL OF THE ARMY



LIEUTENANT GENERAL



BRIGADIER GENERAL



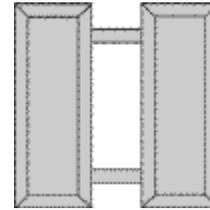
COLONEL



LIEUTENANT COLONEL



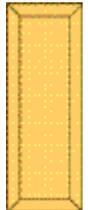
MAJOR



CAPTAIN



FIRST LIEUTENANT



SECOND LIEUTENANT



CW-5



CW-4



CW-3



CW-2



WO-1

FIGURE 4

PRIVATE FIRST CLASS AND CORPORAL PROMOTION REQUIREMENT

**US ARMY RANK INSIGNIA
(ENLISTED)**



PRIVATE
E-2



PRIVATE FIRST
CLASS
E-3



SPECIALIST
E-4



CORPORAL
E-4



SERGEANT
E-5



STAFF
SERGEANT
E-6



SERGEANT
FIRST CLASS
E-7



MASTER
SERGEANT
E-8



FIRST
SERGEANT
E-8



SERGEANT
MAJOR
E-9



COMMAND
SERGEANT
MAJOR
E-9



SGT MAJOR
OF THE ARMY

FIGURE 5

CORPORAL PROMOTION REQUIREMENT

JCC OBJECTIVES

1. DEMONSTRATE GOOD CITIZENSHIP, PATRIOTISM AND ETHICS.
2. DEMONSTRATE SELF CONFIDENCE.
3. DEMONSTRATE LEADERSHIP POTENTIAL
4. DEMONSTRATE KNOWLEDGE OF THE DANGER OF SUBSTANCE ABUSE.
5. DEMONSTRATE THE ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS.
6. DEMONSTRATE THE ABILITY TO LIVE AND WORK COOPERATIVELY WITH OTHERS

DRILL AND CERMONIES

Cadet is required to march a squad using the commands and sequence listed below.

- | | | |
|----------------------|------------------|------------------|
| 1. DRESS RIGHT DRESS | 9. LEFT FLANK | 16. REAR MARCH |
| 2. READY FRONT | 10. RIGHT FLANK | 17. COLUMN RIGHT |
| 3. PRESENT ARMS | 11. COLUMN RIGHT | 18. COLUMN LEFT |
| 4. ORDER ARMS | 12. RIGHT FLANK | 19. COLUMN LEFT |
| 5. LEFT FACE | 13. LEFT FLANK | 20. SQUAD HALT |
| 6. ABOUT FACE | 14. COLUMN RIGHT | 21. LEFT FACE |
| 7. FORWARD MARCH | 15. REAR MARCH | 22. FALL-OUT |
| 8. COLUMN LEFT | | |

FIGURE 6

Formal Inspection and Drill Meet Questions

Chain of Command:

- Q. Who is the Commander-In-Chief?
- Q. Who is the Secretary of Defense?
- Q. Who is the Secretary of the Army?
- Q. Who is the Chief of Staff of the Army?
- Q. Who is the Commander of Accessions Command?
- Q. Who is the Commander of Cadet Command?
- Q. Who is the Commander of the Western Region ROTC?
- Q. Who is the Commander of the 12th Brigade?
- Q. Who is the FWISD Superintendent?
- Q. Who is the Director of Army Instruction?
- Q. Who is the Junior Cadet Corps Coordinator?
- Q. Who is the Commander of Corps of Cadets?
- Q. Who is the Deputy Corps Commander?
- Q. Who is the Corp Command Sergeant Major?

JCC Mission, Motto and Honor code

- Q. What is the mission of the JCC?
 - A. Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.**
- Q. What is the JCC Motto?
 - A. Responsible citizenship with commitment to community and school service.**
- Q. What is the Honor Code for the JCC?
 - A. I do not lie, cheat, or steal, and will always be accountable for my actions.**

FIGURE 6

Cadet Rank Structure

Officer Rank

Colonel

Insignia

Three Diamonds

Lieutenant Colonel

Two Diamonds

Major

One Diamond

Captain

Three Disks

First Lieutenant

Two Disks

Second Lieutenant

One Disk

Enlisted Rank

Insignia

Command Sergeant Major

Three Stripes Up/three down a star and a wreath

Sergeant Major

Three Stripes Up/three down and a star

First Sergeant

Three Stripes Up/three down and a diamond

Master Sergeant

Three Stripes Up/three down

Sergeant First Class

Three Stripes Up/two down

Staff Sergeant

Three Stripes Up/one down

Sergeant

Three Stripes

Corporal

Two Stripes

Private First Class

One Stripe Up/one down

Private

One Stripe Up

FIGURE 6

Drill and Ceremony

- Q. A drill command has two (2) parts, what are they?
A. **Preparatory Command & Command of Execution**
- Q. The command “column right” is given on what foot?
A. **The right foot**
- Q. The command “left flank” is given on what foot?
A. **The left foot**
- Q. On the command “open ranks” the 3rd squad takes how many steps?
A. **Stand fast**
- Q. On the command “open ranks” the 4th squad takes how many steps?
A. **Two (2) steps backward**
- Q. On the command “close ranks” the 1st squad takes how many steps?
A. **Four (4) steps backward**
- Q. How many inches in a normal step in marching?
A. **Thirty (30) inches**
- Q. Which foot can you give the command halt on?
A. **Either foot**
- Q. What position are you allowed to speak while in formation?
A. **The position of “REST”.**
- Q. All stationary commands are given from what position?
A. **The position of “ATTENTION”.**

Citizenship and the Constitution

- Q. What two (2) laws under birth can a person become a U.S. citizen?
A. **Law of Soil and Law of Blood**
- Q. What does “Law of Soil” state?
A. **Any person born in the United States automatically becomes a citizen of the U.S.**
- Q. What does “Law of Blood” state?
A. **Any person born to parents that are U.S. citizens automatically become U.S. citizen.**

FIGURE 6

Q. What amendment covers citizenship?
A. **Citizenship is covered under the 14th Amendment to the U.S. Constitution.**

Q. How many amendments are there in the “Bill of Rights”?
A. **There are ten (10) amendments to the Bill of Right.**

Q. What does the 1st Amendment cover?
A. **Freedom of speech, religion, press, lobby the government, and peaceful assemble.**

Q. What amendment covers the right not to self-incriminate?
A. **Fifth Amendment**

Q. What age is an U. S. Citizen first allowed to vote?
A. **18 years old**

Q. What are the two primary political parties?
A. **The Republican Party and the Democratic Party**

General Questions

Q. What does the color red stand for on the American flag?
A. **Color red stands for valor.**

Q. What does the color blue stand for on the American flag?
A. **Color blue stands for reverence to God**

Q. What does the color white stand for on the American flag?
A. **Color white stands for purity.**

Q. Why is the American flag folded into a triangle?
A. **The American flag is folded into a triangle because it symbolizes the American Revolutionary Hats.**

Q. What are the three (3) sizes of American flags?
A. **Storm, Post, and Garrison**

Q. What is the definition of First Aid?
A. **Help given to a victim before medical help arrives.**

Q. What is mouth-to mouth resuscitation used for?
A. **To restore breathing**

Q. What are the four (4) life-saving steps?

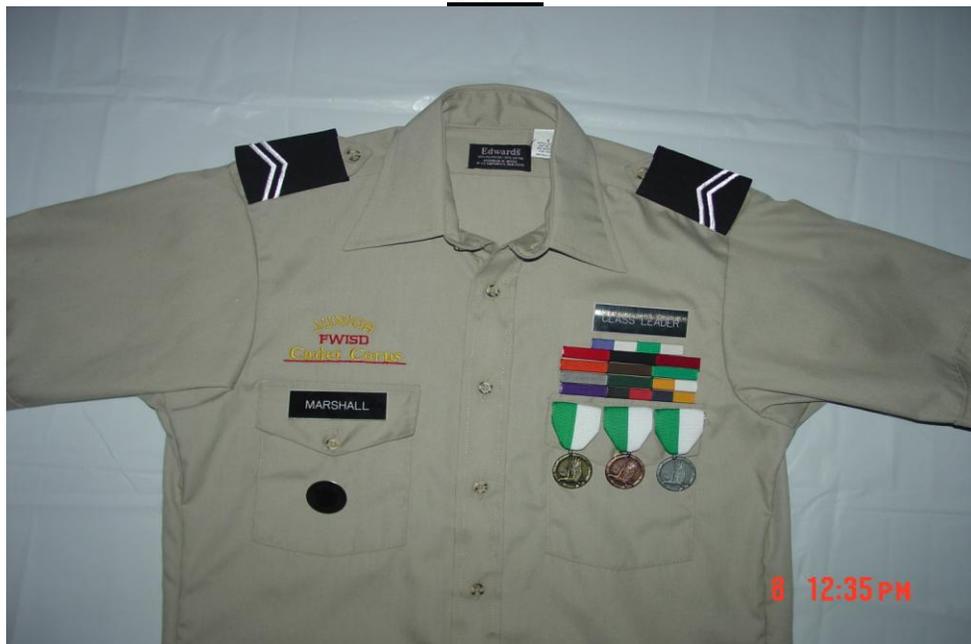
1. Check and clear airway and restore breathing.
2. Check for and stop bleeding.
3. Check and treat for shock.
4. Dress and bandage the wound.

FIGURE 7
JCC Uniform Photo

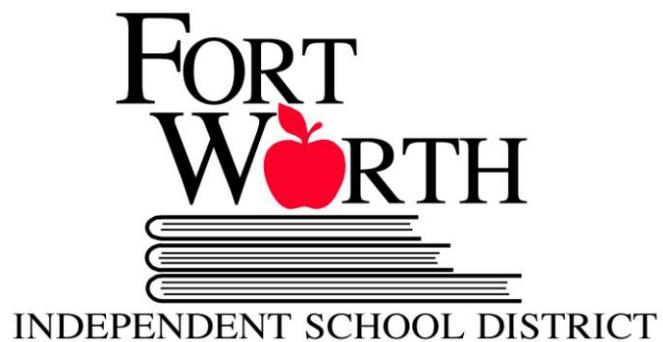
FEMALE



MALE



All accoutrement will be worn as outlined in paragraph 5-1.



**Written by Chief Jeremiah G. Marshall
Coordinator, Junior Cadet Corps Programs
August 2005**

Revised: August 5, 2006