

MOUNT TABOR HIGH SCHOOL
SPARTAN BATTALION
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CADET STANDARD OPERATING PROCEDURES
SY 2013-2014



MTHS SPARTAN BATTALION
STANDARD OPERATING PROCEDURE

TABLE OF CONTENTS

1. MISSION
 - A. Mission Statement
 - B. Cadet Creed
2. VISION
3. RULES
 - A. Do Not Lie, Cheat, or Steal
 - B. Right Place, Right Time, Right Uniform, Ready to Execute
 - C. Use Military Customs and Courtesies
 - D. Do Your Best Every Day and Have Fun Doing It
4. CLASSROOM PROCEDURES
 - A. Start
 - B. Academic Portion of Class
 - C. Transition
 - D. Drill
 - E. PT
5. BATTALION DETACHMENTS
 - A. Introduction
 - B. Drill Detachment
 - C. JROTC Leadership and Academic Bowl (JLAB) Detachment
 - D. Rifle Detachment
 - E. Raider Detachment
6. BATTALION COMMAND AND STAFF
 - A. Introduction
 - B. Commander
 - C. Command Sergeant Major
 - D. Executive Officer
 - E. S1 (Adjutant)
 - F. S2 (Physical Security Officer)
 - G. S3 (Operations, Plans, and Training Officer)
 - H. S4 (Quartermaster)
 - I. S5 (Civil Affairs Officer)
 - J. Company Commanders
 - K. Company First Sergeants
 - L. Platoon Leaders
 - M. Platoon Sergeants
 - N. Squad Leaders
 - O. Team Leaders
7. PROMOTION CRITERIA

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

- A. Introduction
- B. Private
- C. Private First Class
- D. Corporal
- E. Sergeant
- F. Staff Sergeant
- G. Sergeant First Class and up
- H. Demotions

8. GRADES

- A. Grade Policy
- B. Letter Grades
- C. Merits and Demerits

9. PARTICIPATING STUDENTS

MTHS SPARTAN BATTALION
STANDARD OPERATING PROCEDURE

1. MISSION

A. MISSION STATEMENT

1) JROTC MISSION STATEMENT: *To motivate young people to be better citizens*

2) MTHS MISSION STATEMENT: *Mt. Tabor High School will provide students with an educational opportunity to become continuous learners who are proficient, responsible, and productive citizens*

B. THE CADET CREED

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the United States of America.

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

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

2. VISION

The Spartan Battalion will develop young people into citizens and leaders through a combination of classroom instruction and extra-curricular activities that provide myriad opportunities for Cadets to learn how to be successful

MTHS SPARTAN BATTALION
STANDARD OPERATING PROCEDURE

3. RULES

A. Do Not Lie, Cheat, or Steal

There is no wiggle-room for this- it is absolute and not open for any interpretation or debate. Failure to comply with this rule will result in swift and severe punishment

B. Be in the Right Place, at the Right Time, in the Right Uniform, and Ready to Execute

Cadets are expected not only to follow the rules and comply with the norms of their school, but to model appropriate behavior for the rest of the student body

1) Cadets must be in the right place. Normally, that is the classroom, fitness area, or drill area during class time. When executing extra-curricular activities, Cadets must be in the approved location

2) Cadets are on time. One second late is exactly the same as one hour late- both are not in compliance of the directed standard. When the tardy bell rings, Cadets are required to be in the classroom at their assigned seats; not hanging out in the hallway, not sending one-last text, not going to the bathroom at the last second.

3) Cadets are in the right uniform.

a) Civilian attire. When wearing civilian attire, cadets must be clothed in accordance with published Mt Tabor High School dress code

b) Cadet Uniform: “greens or blues” will be worn on Tuesday or Wednesday- whichever day the Cadet has JROTC class- in accordance with the published guidance and worn in accordance with AR 670-1, CCR 145-2, and classroom instruction

i) Cadets, Cadet Privates, and Cadet Privates First Class will be issued the Green Class “A” and Class “B” uniform

ii) Cadet Corporals and above will exchange their “Greens” for the Cadet Variant of the Army Service Uniform (“Blues”)

c) Athletic attire will be worn on Thursday or Friday- whichever day the Cadet has JROTC class- in order to allow freedom of movement to conduct physical training. Cadets will have the opportunity to change into athletic attire on said day if they choose

4) Cadets are ready to execute when directed. When classroom instruction begins, cadets are prepared with their books turned to the proper pages, notebooks out, and pencils at the ready. When homework is due, Cadets have it prepared to turn in without debate or complaint

MTHS SPARTAN BATTALION
STANDARD OPERATING PROCEDURE

C. Use Military Customs and Courtesies

1) Forms of Address and protocol

a) When addressing the Senior Army Instructor, use rank (“Major”) or the title (“Sir”). When addressing the Army Instructor, use the rank (“Master Sergeant”) or the title (“Sergeant”)

b) Stand when speaking

c) Do not interrupt others when they are speaking

d) Call the room to “ATTENTION” when the Senior Army Instructor enters the room for the first time of the period. Call the room to “AT EASE” when the Army Instructor enters the room for the first time of the period

2) Saluting and Greeting of the Day

a) Cadets are required to salute Officers and Cadet Officers upon recognition when both are in uniform, outside, and not under cover in accordance with military customs and classroom instruction

b) Cadets are required to use the Greeting of the Day when saluting. The Greeting of the Day is: “SPARTAN PRIDE”. The response is: “ALL THE WAY”

D. Do Your Best Every Day and Have Fun Doing It

1) Whether in the classroom, during Physical Training, or executing drill, all Cadets are expected to give their best effort every time. Failure to put forth maximum effort will result in consequences which may include on-the-spot corrections, counseling, demerits, or even suspension

2) JROTC is one of many elective class options for our students and can be a fun and rewarding class. If a Cadet is in the class and is not having fun, that Cadet should seek another option for that class period- and will have the full support of the Cadre with the MTHS guidance counselors

4. CLASSROOM PROCEDURES

A. Start: between classes and the first 5 minutes

1) Between classes, Cadets will move to Classroom 118, using the latrine as necessary. They will be greeted at the door by a Cadre member and enter the classroom, find their assigned desk, remove their notebook and writing utensils, and quietly stand beside their desk. The Class Leader will post himself at the head of the classroom

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

2) When the bell rings, the Cadre will enter the class room; the Class Leader will call “CLASS, ATTENTION” and lead the class through the Company Motto and the Cadet Creed; the Class Leader will give an accurate accountability to the Cadre; the Class leader will instruct the class to “TAKE, SEATS”

3) The Cadre will go through any administrative announcements and paperwork collection prior to starting the Academic portion of the class

B. Academic Portion of Class (40 minutes)

1) Most days will consist of a single Academic portion of class followed by either a Physical Training (PT) portion or a Uniform Inspection/ Drill (hereafter simply referred to a “Drill”) portion. Some days, for example Mondays, will consist of two consecutive Academic portions

2) Academic portions will consist of a Warm Up, Instructional Time, and Review

a) The warm up is a review of what we covered in the last academic portion of class; may be a discussion, homework review, or a short quiz using the CPS system

b) The instructional time follows the 4-phase lesson format (Inquire/ Gather/ Process/ Apply) as outlined in the US Army JROTC Curriculum Manager and designated by the Long Range Planning Calendar (LRPC) and Battalion Training Schedule

c) The review is a brief check on learning to ensure that everyone has mastered the Essential Question for the day’s lesson. If there is homework, Cadre will ensure that the Cadets understand the Task, Conditions, and Standards

C. Transition (5 minutes) is the time between the Academic Portion and either the PT or Drill Portion of class and is intended for Cadets to change clothes, if desired; use the latrine; and get themselves situated for what is to follow. Any Cadet who exceeds the allotted 5 minutes will be assessed an “UNEXCUSED TARDY” for class and may incur additional corrective actions such as demerits, counseling, et al based on the circumstances

D. Drill Portion of Class (40 minutes, once per week)

1) On designated days, Cadets will wear their Uniforms to school (see 3.b.3.b.)

2) Cadets will undergo an in-ranks inspection and execute Drill and Ceremony each Drill day

a) The in-ranks inspection will be in accordance with TC 3-21.5 and we will follow the procedures outlined in 4th Brigade Drill Standard Operating Procedures Annex A.9. (pp A-11 & A-12) and Annex C (pp C-12 & C-14) dated 28 August 2012.

http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

b) Each Cadet's performance will be annotated on a separate Uniform Inspection Grading Rubric (or 3"x5" card variant)

c) Upon completion of the in-ranks inspection, Cadets will drill in accordance with TC 3-21.5 and 4th Brigade Drill Standard Operating Procedures Annex A (pp A-8 to A-12) and Annex C (pp C-1 to C-22). http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

E. PT Portion of Class (40 minutes, once per week)

1) On designated days, Cadets will participate in PT (see 3.b.3.c.)

2) PT will consist of three phases: a 5-7 minute warm-up or preparation; a 20-30 minute main body; and a 5-7 minute cool down or recovery. Following recovery, Cadets who wish to change out of PT attire will be given five (5) minutes to do so

3) PT will be given in accordance with FM 7-22 Army Physical Readiness Training

4) Cadets who have medical limitations **will** participate in PT, but only within the limits of their capabilities. For example, a Cadet with a broken leg will not be required to execute the 1-mile run.

5. BATTALION DETACHMENTS

A. Introduction

1) In addition to a Nationally-Accredited curriculum with multiple opportunities for college credits and volunteer service hours as a part of class, Mt Tabor JROTC offers several extra-curricular competition teams which allow our Cadets additional opportunities to excel as leaders and members of a team in competition

2) All Detachments are led by Cadets and coached by Cadre as indicated

a) SAI: JLAB, Rifle, Raider

b) AI: Drill

B. Drill Detachment

1) Competes in multiple competitions throughout the State in all 14 disciplines: Regulation Armed and Unarmed Platoon and Squad; Regulation Inspection Armed and Unarmed; Color Guard; Armed and Unarmed Platoon/ Squad Exhibition; Armed Solo/ Dual Exhibition; and Unarmed Dual Exhibition. Reference: 4th Brigade Drill SOP-
http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

2) The season starts the first week of September and continues through the first weekend in May with the conclusion of the Joint Service Drill Nationals

3) Detachment Practices are held twice per week on Tuesdays and Thursdays after school from 1615 to 1730; report to the JROTC Office

C. JROTC Leadership and Academic Bowl (JLAB) Detachment

1) Consists of two 6-Cadet teams: Leadership and Academic. Each competes in successive rounds of quiz-bowl format, web-based competitions as offered by the College Options Foundation

a) Academic Team consists of four primaries and two alternate Cadets with two freshmen, two sophomores, and two juniors, or as otherwise specified by the Detachment Commander. Academic Team concentrates on ACT-type disciplines of Math, English, and Science with a smattering of JROTC Curriculum

b) Leadership Team consists of four primaries and two alternate Cadets with two freshmen, two sophomores, and two juniors, or as otherwise specified by the Detachment Commander. Leadership Team concentrates on JROTC Curriculum with a smattering of ACT-type disciplines of Math, English, and Science

2) The season starts with team selection and registration in October; Level One web-based test in November; Level Two web-based test in February; and concludes with the Level Three head-to-head test (National Finals) in Washington DC in June

3) Practices are held once per week on Wednesdays from 1545 to 1615 in JROTC Classroom

D. Rifle Detachment

1) In North Carolina, Air Rifle is a varsity sport and our Detachment consists of a 4-Cadet Varsity Team and an unspecified number of Junior Varsity (developmental) shooters. On occasion, we may field a Junior Varsity team

2) We fire .177 caliber pellets from Daisy 887 and Avanti CZ-200 air rifles in accordance with the Civilian Marksmanship Program (CMP) 3-position competition rules. We only compete in "Sporter" class. Reference: http://www.ajrotc.us/cdt_tng/marksmanship_moi.pdf

3) Competes in "Shoulder-to-Shoulder" Matches throughout the State of North Carolina against other JROTC and CMP teams as well as in "Postal" Matches fired at the MTHS Range.

4) The season starts the first week in September and concludes in Mid-April at the completion of the 3rd Quarter.

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

5) New shooters are invited to join the team during periodic New Shooter Clinics, held throughout the school year

6) Practices are held three times a week on Monday, Thursday, and Friday from 0715 to 0830 in the morning. Report to the JROTC Office

E. Raider Detachment

1) In North Carolina, Raider is a varsity sport; our Detachment consists of a nine-Cadet Varsity Team and an unspecified number of Junior Varsity Raiders. On occasion, we may field a Junior Varsity Team

2) Competes in Raider Meets throughout the State of North Carolina, as well as border regions of neighboring states, against other JROTC Raider Teams in 5-event competitions. The events are:

- a) Modified Army Physical Fitness Test
 - b) One-Rope Bridge
 - c) 5-KM Road March
 - d) Litter Carry
 - e) One of the following: Logistics Relay, Vehicle Pull, Knot-Tying Relay, or Fireman's Carry Relay
- 3) The season starts the first week in September and concludes at the end of April
- 4) New Raiders may join at any time by simply coming to practice
- 5) Detachment Practices are held twice per week on Mondays and Wednesdays after school from 1615 to 1730; report to the JROTC Office
- 6) Raiders will be issued the Army Combat Uniform (ACU) at the discretion of the Detachment Commander
- a) Once issued, Raiders will be expected to wear the ACU to class every Monday
 - b) Failure to wear the ACU as directed or failure to come to Raider practice will result in the Cadet being required to turn-in the ACU

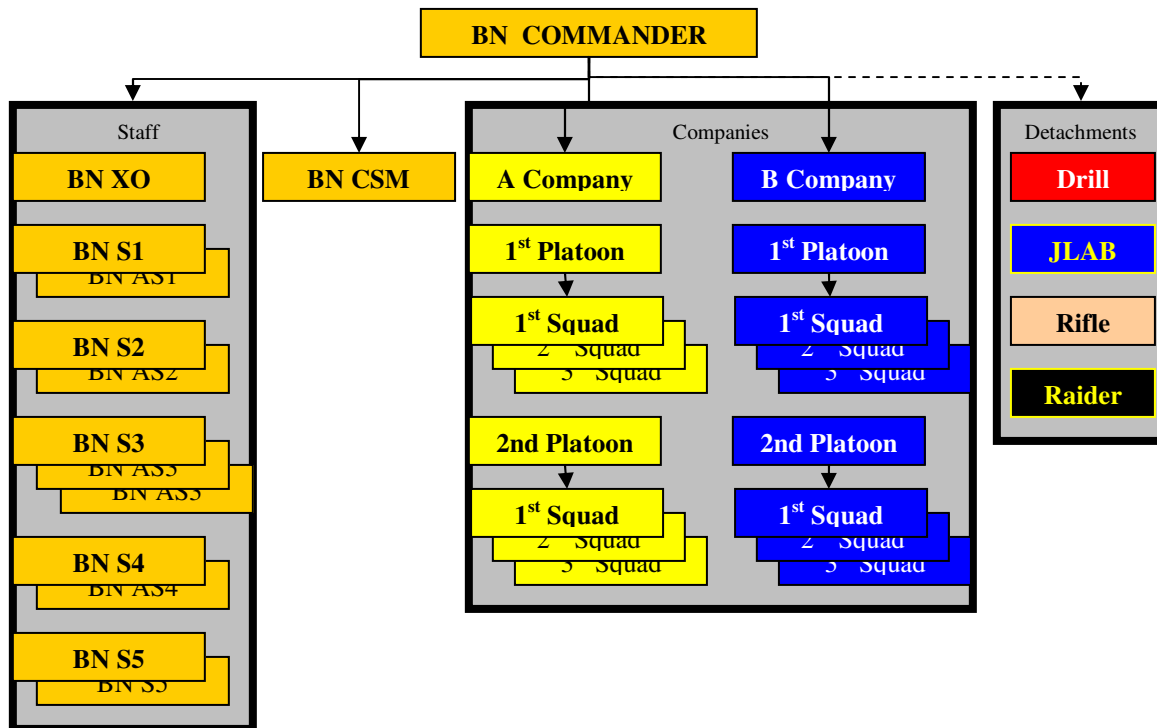
6. BATTALION COMMAND AND STAFF

A. Introduction

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

1) The Duties and Responsibilities of the Battalion Command and Staff Officers and NCOs are outlined in Unit 1, Chapter 1, Lesson 3 **Moving Up In Army JROTC** (Rank and Structure) pp18-29

2) Organizational diagram:



3) Unless otherwise specified below, all the duties and responsibilities outlined in Unit 1, Chapter 1, Lesson 3 **Moving Up In Army JROTC** (Rank and Structure) pp18-29 are required by said Staff Officer or NCO

4) Additional duties, responsibilities, and tasks are specified below

B. Battalion Commander

1) Is the single most important member of the Cadet Battalion and responsible for everything that happens or fails to happen

2) Preside over the weekly staff meeting

3) Be personally present or designate a representative to be personally present at every Spartan Battalion event

C. Command Sergeant Major

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

1) Is the primary agent of execution of the Battalion's events and speaks with the Commander's authority on all things during execution

2)

D. Executive Officer

1) Act as the Chief of Staff and review all staff products before they are viewed by the Battalion commander

2) Preview the weekly staff meeting product and run the weekly staff meeting

3) Is the primary resourcer and speaks with the Commander's authority on all sustainment matters

E. S1

1) Complete the weekly staff meeting product and present at the staff meeting

2) Track and publish merits and demerits

F. S2

1) Complete the weekly staff meeting product and present at the staff meeting

2) Assume duties as the Battalion Ordnance Officer

G. S3

1) Issue a written Order for every Operation the Battalion does; maintain a record of those orders; use a binder with tabbed dividers

2) Complete the weekly staff meeting product and present at the staff meeting

3) Is the primary planner and speaks with the Commander's authority on all operational matters

H. S4

1) Complete the weekly staff meeting product and present at the staff meeting

I. S5

1) Assume Duties at the Battalion Communications Officer

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

2) Assume Duties as the Battalion Public Affairs (Information) Officer

3) Create a storyboard for every Operation the Battalion does; present at staff meeting. Post on the wall outside the JROTC classroom following approval at the staff meeting

4) Maintain and update the Battalion's social media outlets

5) Complete the weekly staff meeting product and present at the staff meeting

J. Company Commanders

1) One of the Platoon Leaders will be assigned the duty of Company Commander for each Company

K. Company First Sergeants

1) One of the Platoon sergeants will be assigned the duty of First Sergeant for each Company

L. Platoon Leaders

1) The Class Leader from each LET 1/4 Class will be designated as Platoon Leader

2) Assign merits and demerits within the Platoon; submit weekly to S1 for tracking

M. Platoon Sergeants

1) The Class Leader from each LET 2/3 Class will be designated as Platoon Sergeant

2) Assign merits and demerits within the Platoon; submit weekly to S1 for tracking

N. Squad Leaders

1) The highest-ranking Cadet in each Squad for LET 2/3 Class will be designated as Squad Leader

2) Recommend merits and demerits to the Platoon Sergeant

O. Team Leaders

1) The highest-ranking Cadet in each Squad for LET 1/4 Class will be designated as Team Leader

2) Recommend merits and demerits to the Platoon Leader

MTHS SPARTAN BATTALION
STANDARD OPERATING PROCEDURE

7. Promotion Criteria

A. Introduction

1) Promotions reflect leadership potential; rank is in direct proportion to the amount of authority a Cadet is allotted. Rank is not given; it is earned.

2) Promotions will occur on the first Drill day following a Cadet's successful completion of the criteria.

B. Private

- 1) Recite the Cadet Creed
- 2) Recite the Chain of Command
- 3) Demonstrate mastery of Cadet Ranks

C. Private First Class

- 1) Satisfy requirements for promotion to Private
- 2) Demonstrate mastery of the Phonetic Alphabet
- 3) Demonstrate mastery of Military Time
- 4) Sing the Army Song

D. Corporal

- 1) Satisfy requirements for promotion to Private First Class
- 2) March a Regulation Squad (Armed or Unarmed) or March a Color Guard in accordance with 4th Brigade Drill SOP- http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

E. Sergeant

- 1) Satisfy requirements for promotion to Corporal
- 2) March a Regulation Platoon (Armed or Unarmed) in accordance with 4th Brigade Drill SOP- http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

F. Staff Sergeant

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

1) Satisfy requirements for promotion to Sergeant and be recommended for promotion by a Board of Cadets **-OR-**

2) Compete and win the WSFCS Cadet of the Semester Board

G. Sergeant First Class and above must be selected for advancement by Cadre

H. Demotions can happen in one of three ways

1) Disciplinary Demotions are the result of a Cadet's failure to live up to one or more parts of the Cadet Creed. Normally, a Cadet will be given notification and the opportunity to correct his behavior before a demotion, but in egregious cases, rank may be stripped immediately at the discretion of the Cadre

2) Administrative Demotions result when a Cadet is unable to fulfill the duties and responsibilities of his current rank or position. In these cases, a Cadet will be given the opportunity to demonstrate proficiency at a lower level of responsibility and when ready, may compete for advancement

3) Lateral Moves result when a Cadet is moved from one position to another. For example, the Cadet S1 may be selected to become the next CSM. The S1 may be a 1LT and the move would technically be a demotion, but the amount of authority the CSM has is much greater than the authority of the S1

8. GRADES

A. Grading Policy:

Grades will be weighted as indicated, in accordance with WSFCS JROTC Standard Operating Procedures Chapter 9:

Academics	50%
Leadership	25%
Drill	25%

B. Letter-Grades will be awarded in accordance with the Winston-Salem/ Forsyth County School District policy on grades:

93-100%	"A"
85-92%	"B"
77-84%	"C"
70-76%	"D"
69 and below	"F"

C. Merits and Demerits in accordance with WSFCS JROTC SOP Chapter 9: Cadets may be awarded merits by the SAI/ AI or by the Cadet Chain of Command for exceptional individual performance. Conversely, Cadets may also be awarded demerits in the same manner for

MTHS SPARTAN BATTALION STANDARD OPERATING PROCEDURE

exceptionally poor individual performance. At the end of a grading period, merits will be added to the Cadet's final percent mark and demerits will be subtracted from the Cadet's final percent mark. The Cadet's final letter grade will not change by more than one- either up or down. For example, a Cadet earns a 79% through his grading period but has received 6 merits. His grade would change from 79% to 85% (a "C" to a "B").

9. PARTICIPATING STUDENTS

A. Definition: a Participating Student is one who takes the JROTC Class, but is not a Cadet. Students may change their status from Participating Student to Cadet when all parties agree that it is in the best interest of the student and the JROTC program

B. Limitations- a Participating Student is not authorized to do the following:

- 1) Wear the Army Uniform. Wearing the same uniform as the forces that defend America's freedoms both at home and abroad is a privilege that must be earned
- 2) Participate in extra curricular activities such as Raider, Drill, etc.
- 3) Represent JROTC in any capacity at any event

C. Requirements- a Participating student will:

- 1) Participate in all Academic Portions of class
- 2) Participate in all Drill Portions of class
- 3) Participate in all PT Portions of class