Cadet Handbook
Jackson Area Career Center
Army JROTC
SY 2026 – 2027

(As of 24 August 2026)

FOREWORD

Welcome to the Golden Knights Battalion. The Army Junior Reserve Officers' Training Corps (JROTC) Program in the Jackson Area Career Center provides an excellent opportunity for total personal development, with an emphasis on the principles and techniques of leadership. JROTC will compliment your other academic studies and will be useful to you in any future career.

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. Through a close relationship with the JROTC instructors, you will learn, firsthand, of our heritage and your responsibilities in maintaining and preserving the American Values we enjoy, yet sometimes misunderstand. 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 also 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 Golden Knights. JROTC is a nationally recognized program of excellence, more specifically, for the positive changes recognized in cadets. You will be judged 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! Our motto of "Res Non Verba" – Deeds and not Words, sums up what we are all about.

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.

Golden Knights lead the way!

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SECTION I

GENERAL

1. Purpose. This Cadet Handbook provides general policies and procedures for the information and compliance of the cadets enrolled in the Golden Knight 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. Character of the Program. Your instructors are highly qualified retired Army officers and noncommissioned officers, with extensive training in the art of military science and leadership. Together, we bring a wealth of knowledge from years of service during war and peace. We administer the program in a positive atmosphere designed to develop the qualities of leadership through classroom and other instructional activities.

4. Cadet Obligations. 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, learn the Cadet Creed and begin to use it as your personal guide!

SECTION II

COURSE OF INSTRUCTION

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

SECTION III

BATTALION ORGANIZATION

1. The Cadet Battalion is made up of three companies. Alpha Company is the morning session; Bravo Company is the afternoon session: and Charlie Company is both the after-school session on Monday thru Thursday. A & B Companies two platoons, with two to three squads per platoon.

CADET OFFICERS AND NONCOMMISSIONED OFFICERS

2. Authority – Command. 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 the Cadet Reference Guide and LET Textbook.

3. Cadet Officers -- RES NON VERBA (Deeds and Not Words)

    a. Officers are cadets who have clearly demonstrated their potential and competence in basis skills. Their rank and position to command grants them authority to command within their individual JROTC unit.

    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 assist Army Instructors in teaching and training underclass cadets.

4. Cadet Noncommissioned Officers – RES NON VERBA (Deeds and Not Words)

    a. Noncommissioned Officers set the standards. They set the example that all Golden Knight cadets strive to achieve.

    b. Noncommissioned Officers will lead from the front and issue lawful orders as directed by the Army Instructor or Cadet Officers.

    c. Noncommissioned Officers are assistants to the Army Instructors and Cadet Officers.

5. A cadet leader's responsibility and authority ends upon leaving school grounds (except during a cadet sponsored event). They are, however, authorized to and are held responsible to enforce all regulations pertaining to the wear and appearance of the Army uniform - on or off school grounds.

6. All Officers and Noncommissioned Officers are responsible for the appearance, discipline, and efficiency of their units. Commanders will arrange for regular meetings with their junior officers and Noncommissioned Officers.

7. Orders:

    a. Cadets will follow the legal orders from the Principal, the Army Instructors and those Cadet Officers and Noncommissioned Officers holding rank higher than your own.

    b. The main purpose of your JROTC training is to develop leadership ability and command capacity. To command, one must first learn to follow. Well-trained cadets are receptive to orders from superiors no matter how informally expressed. Good cadets learn quickly to faithfully perform any task no matter how small or menial.

8. Training Meetings. Occur once per week during class

    a. Training meetings are vital to the unit's success; therefore, all cadets in senior leadership positions will attend. Expected are the Commander, XO, 1SG, all primary staff officers, and Platoon Leaders and Sergeants.

    b. Staff meetings occur for the staff to plan, resource and organize upcoming unit activities. This meeting also ensures that work is being completed.

    c. A cadet leader's inability to attend staff meetings may result in removal from position.

SECTION IV

CADET PROMOTIONS, APPOINTMENTS & REDUCTIONS, MERITS & DEMERITS

1. Promotions. Promotions are earned on a points based system. Points are based on classroom performance, lab activities and work habits, and participation in after school activities.

2. The Senior Army Instructor will approve or disapprove all promotion recommendations.

3. Points are earned by attending school, wearing the correct uniform for the day, grooming standards, participating in events and practices and academic excellence. Points are cumulative in nature, and will restart with each new promotion.

4. Earning points:
    a. Daily attendance/proper uniform: 1 point per day
    b. Performance: 1 point per day
    c. After school team practice: 5 point per day
    d. After school events/competitions: 10 point per day
    e. After school service learning: 10 point per day
    f. JCLC or Basic Training 50 points
    g. Cadet of the Month Winner 25 Points

5. Losing points:
    a. Red Flagged for the week -10 points per week
    b. In-school suspension -10 point per event
    c. Out of school suspension -10 point per event
    d. Failure to maintain grooming standards -1 point each day

6. Academic Excellence:
    a. Grade of A (N-1-1 or N-1-2) 25 points each semester
    b. Expected Performance: (A to B- grade) no effect

7. Points Based Promotion System:

    a. 1st Year Basic Cadets:

Begin Program	Private E1
First 50 points	Private E2
Every 100 points earned	PFC thru CPL

    b. 1st & 2nd Year Advanced Cadets:

Begin Program (new cadet)	Private E1
Returning without position	PFC
Returning with position	Based on Position (2 ranks below) (example: Squad leader begins as CPL Company Commander begins as 1LT)
Every 120 Points	NCO's are eligible for Promotion
Every 130 Points	Officers eligible for promotion

NOTE: * Senior Army Instructor determines all officer and NCO positions.

8. Position Guidelines. Areas considered by the Army JROTC Senior Instructor 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

9. 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.

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

Position	Beginning	Ending
Bn CDR	CPT	LTC
Bn XO	1LT	MAJ
Bn CSM	MSG	CSM
S1	2LT	CPT
S1 Asst	PFC	SSG
S2	2LT	CPT
S2 Asst	PFC	SSG
S3	2LT	CPT
S3 Asst	PFC	SSG
S4	2LT	CPT
S4 Asst	PFC	SSG
S5	2LT	CPT
S5 Asst	PFC	SSG
S6	2LT	CPT
Co CDR	1LT	MAJ
Co XO	2LT	CPT
Co 1SG	SFC	1SG
PLT LDR	SFC	2LT
PLT SGT	SGT	SFC
SQD LDR	CPL	SSG
SQD MBR	PVT	CPL
Guidon	PV2	CPL

11. Cadet of the Month Board.

   a. A board held once a month to identify the cadet who will represent the Golden Knight Battalion as Cadet of the Month. Generally held on Leader's Day beginning with October.

   b. A cadet will volunteer or be selected by the chain of command and must have 7 or more merits in each of the previous four weeks to compete at the board.

   c. The board consists of the First Sergeant and all Platoon Sergeants. Substitutes are permitted with permission of the Commander. The S1 Asst

will be present to record. Each platoon sergeant will ask one question in each of the five categories: Chain of Command, Leadership, Drill, Current Events, and General JROTC knowledge.

d. Cadet is scored on a scale of one to ten for each question, their appearance and bearing in front of the board. 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 final 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), 25 promotion points, and their picture displayed in the Career Center commons.

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, recognized at the Military Ball, will receive two free tickets to the Golden Knight Military Ball and name on plaque.

12. 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. **Do not confuse JROTC discipline with punishment!**

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. Each Cadet has the opportunity to earn 10 merits per week (see Appendix 2 to Annex B); five in each of the following categories: Lab and Work Habits. Cadets can earn merits for completing assignments, attending class, wearing the correct uniform of the day, appropriate uniform maintenance, contributing during activities and displaying good work habits. Cadets earning 7 or more merits in a week are considered to have completed a favorable week.

d. Earning 6 or fewer merits in any given week is the same as a non-favorable week and may result in the following:

- 1st non-favorable week: probation period of one week.
- 2nd non-favorable week: probation rest of marking period & counseling.
- 3rd non-favorable week: rank reduction, suspension or removal.

e. A cadet on probation is **red flagged**. They cannot earn promotions, receive awards / ribbons, or perform on a team (unless approved by the SAI).

f. The merit / demerit Weekly Record Sheet (Appendix 2 to Annex B) is updated NLT 1000/1300hrs daily by platoon sergeants and platoon leaders **only**; supervised by company leadership. Failure to update daily is a demerit for these leaders.

g. **Each cadet is responsible for the accuracy of the weekly Merit Report, and is to report discrepancies to your Chain of Command immediately**.

h. The record will remain on the unit bulletin board.

SECTION V

GOLDEN KNIGHT ACTIVITIES & TEAMS

1. Battalion Activities & Teams.

a. Military Ball is the social highlight of the year. This formal dinner and dance is planned by the Cadet Corps and includes award recognition, music, food, and dancing. It is held the last Friday in the month of April.

b. The Dining-In is an informal dinner for members of the Golden Knights 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.

c. Cadet Challenge is a mandatory physical fitness assessment (unless medically excused). This challenge consists of a one-mile run, shuttle run, pull-ups, curl-ups and v-sit reach. This challenge is tested a minimum of once each semester.

d. Cadets in good academic and merit standing may join any JROTC team: Rifle, Drill and Color Guard, etc. Cadets are encouraged to participate.

e. JROTC Camp is conducted each summer. Cadets must earn approval from the JROTC Cadre in order to attend. Cadets who successfully complete this training are awarded a summer camp ribbon (N-3-5) and 50 points.

Teams (Uniform Cords):

Leader (White)	A cadet assigned as a squad leader and above (this in not a staff position).	Cadet will wear the cord while currently serving in a leadership position.
Raiders (Teal)	Raider Tab: by participating in a competitive event. ARC: place in event.	Cadet earns the cord after passing the fitness challenge (national standards), and being an active raider member.
Marksmanship (Tan)	Practice; compete and place in rifle match, earn Expert Badge.	Cadet earns the cord with a qualification of marksmanship.
Color Guard Drill Team (Red)	Practice, compete in a drill competition on a team or demonstrate squad drill.	Cadet earns the cord after their first drill competition or participating in their first parade.
Bn & Co Staff (Gold)	A cadet assigned in a staff position (this is not a leadership position).	Cadet will wear the cord while currently serving in a staff position.
JLAB (Green)	Practice and compete in Academic and Leadership competitions.	Cadet earns the cord after participating in or competing in their first event.

f. A cadet may participate in more than one club if they have a B average with the JROTC.

SECTION VI

MILITARY STANDARDS

1. Every Golden Knight Member is expected to conduct themselves properly at all times, both on and off school grounds, 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 or No Sir or Ma’am.” Proper responses to Noncommissioned Officers will be “Yes or No Sergeant.” When an instructor is

conducting roll call the proper response is “Here Sir or Ma’am” or “Here Sergeant.”

c. Cadets addressing other cadets will use their cadet rank and last name.

CLASSROOM CONDUCT

3. Cadets will move into classroom in a quiet and orderly manner after initial formation. The senior cadet leader present will bring the room to attention, with the command of “Room Attention” 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 pride and esprit de corps essential to an effective Corps of Cadets.

    a. Hair Styles: Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors while are prohibited include, but are not limited to, purple, blue, and pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to use good judgement in determining if applied colors are acceptable, based upon the overall effect of cadets’ appearance.

        1. **Males**: Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below

the lowest part of the exterior ear opening. The face will be clean shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

2. **Females**: Hairstyles will not interfere with the proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips) if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the color, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free hanging hair is visible.

b. Fingernails: Cadets will keep 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. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on cadets' appearance.

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 Golden Knight Battalion.

b. Each cadet receives an Army Service Uniform (ASU) and regulation JROTC insignia in accordance with current Department of Army Regulations. Uniforms are worn weekly, with the type of uniform designated by the SAI. The OCP will be worn on Tuesdays, to include wearing them at your host high school. (Cadets having after school jobs will not wear the uniform on the job).

c. See your Cadet Reference Guide for more details on the correct wear and appearance of the Army uniform.

2. Responsibility and Maintenance.

a. Upon enrollment in JROTC, his/her parent or guardian assumes financial responsibility for loss or damage to all items of issue. This is done by the signing of a permission form. 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. Cadets are 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 return on hangers or in the same boxes issued with the uniform. **A monetary fee may be assessed when uniforms are not returned or damaged per price list.**

3. Operational Camouflage Pattern Uniform (OCP).

a. OCPs will only be issued and worn during the Annual JROTC Summer Camp or when otherwise specifically authorized by the SAI. OCPs are authorized for wear by all cadets enlisted in the Army. They will wear JROTC & Golden Knight rank and patches on their uniforms. Cadets are not authorized (unless they have enlisted in the military) to wear the American Flag patch.

b. Earning the privilege to wear this uniform:
   i. Active participation, as determined by the SAI or AI while participating on Raiders, Drill, and Rifle Team.
   ii. When a cadet has earned 50 points (see promotion & merit guidelines).

c. Retaining the privilege to wear the OCP by:
   i. Earning 48/60 (80%) points in every grading cycle (6 week marking period)
   ii. Maintain active participation on a team as stated above.

4. Physical Fitness Uniform (PT). The only authorized uniform for fitness training days is the Army PT Uniform. Cadets WILL NOT wear; tank tops, crop tops, or half-shirts.

5. Texts. 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, Tuesday is the weekly inspection day. The SAI may alter the inspection day as deemed necessary.

   c. Formal and informal inspections occur as directed by 7th Brigade, Cadet Command during academic school year. Cadets must work hard for this inspection because the results determine which unit honor star is worn.

   d. Weekly Inspection is worth 10 lab points: 10 is a perfect score, 5 if present and 5 if in uniform, and 0 points if not present. This Lab cannot be made up.

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