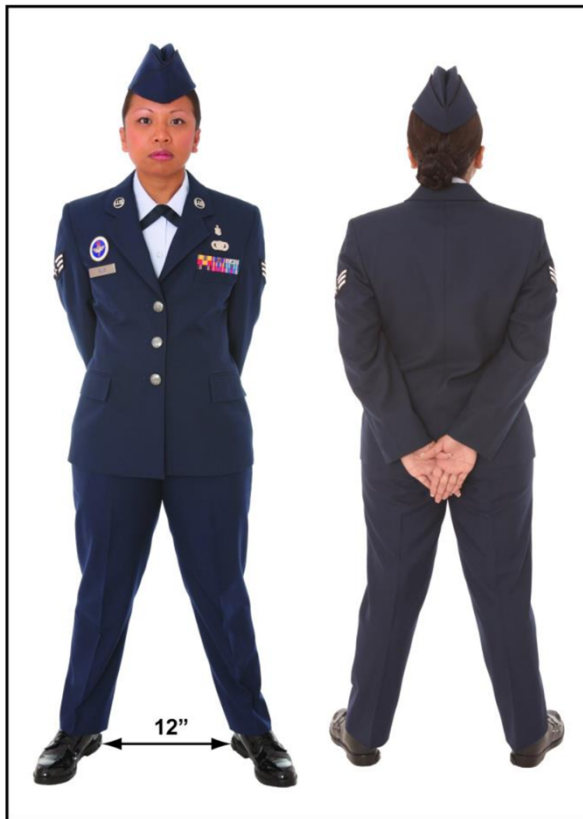


How do I enter the classroom?



Parade Rest

- **Before enter class**
 - Gum out & no food (water only – clear bottle)
 - Use restroom
 - **Don't loiter outside classroom**
- **No talking...straight to your seat!**
- **JROTC notebook/pen/pencil on desk**
 - Purse, other books, etc., under desk (non-JROTC)
- **“Parade Rest” beside seat (facing front)**
 - Heels 12” apart (inside heels)...on line
 - Legs straight, but not stiff
 - Arms fully extended
 - Fingers extended & joined
 - Palms face outward
 - Right hand in palm of left
 - Right thumb over left to form “X”
 - Keep head and eyes straight ahead
 - Remain silent & immobile
 - NOTE: May have to rotate briefly to let ot
- **Element Leaders: face your Element**
 - Take note of those absent (learn your people)
 - Note: Deputy Elem Ldr take Elem Ldr seat if absent (communicate prior)



Tardy Bell Rings

- Flt/CC shuts door immediately (+1 min D/E Flt)
- Element Leaders
 - Auto “attention” immediately at bell
 - Face front of class (About Face: will learn later)
 - Right when bell rings (should all be in unison)
- Flt Sgt: “ Flight, ATTENTION ”
 - Heels together smartly & on line
 - Lift left leg from hip, just high enough to clear ground
 - Smartly move left foot in, bringing heels together on line and forming a 45° angle
 - Simultaneously, bring hands to sides, cupping them in the process
 - Arms hang straight down alongside body
 - Wrists are straight with forearms
 - Place thumbs forward (resting along the first joint of the forefinger) along seams of the trousers
 - Hands are cupped (but not clenched as a fist)
 - Palms facing leg
 - Body erect with hips level, chest lifted, back arched, shoulders square & even
 - Head and eyes remain caged forward
 - Chin drawn in slightly so axis of head and neck is vertical
 - Legs straight..don’t lock knees
 - Weight of body equally on heels & balls of both feet
 - Silence & immobility



Attention

Post Tardy Bell



Attention

- Flt Sgt: “__Flight, face the flag for the Pledge”
 - Face the U.S flag at attention & recite the Pledge of Allegiance (not in uniform, right hand over heart)
 - Once complete all auto face forward at attention
- Flt Sgt: “__Flight, report”
 - “Sir/Ma’am, Element 1, __ Flight all present and accounted for”
 - Or “Sir/Ma’am, Element 1, __ Flight all present and accounted for with the exception of Cadet(s)_____”
 - Other elements follow
- Flt Sgt: reports to Flt/CC (Flt/CC back front right of room)
Salute: “Sir/Ma’am, __ Flight all present and accounted for” or with exceptions as above.
 - Flt/CC tells Flt Sgt to “return to post.”
 - Flt Sgt military movements to chair at attention (joins Flight)
- Flt/CC has class
 - Routine Recital, put Flight Parade Rest (if desired), make announcements, take care of business, etc.

Post Tardy Bell (cont.)

- When Instructor(s) ready for class
- Flt CC: “__Flight, **ATTENTION**”
 - Assuming not at attention. Flt/CC faces Flight.
- Flt CC: “__ Flight, **Present ARMS**”
 - **SASI only**



Salute

Post Tardy Bell (cont.)

- **Present Arms**

- Raise right hand smartly while at the same time extending & joining the fingers
- Keep palm flat & facing the body
- Place **thumb along the forefingers**, keeping the **palm flat** & forming a **straight line between the fingertips & elbows**
- Tilt the **palm slightly toward the face**.
- Hold the **upper arm horizontal**, slightly forward of the body & **parallel to the ground**.
- Ensure the **middle finger touches the outside corner of the right eyebrow or front corner of glasses**
- **Rest of body** will remain at **position of attention**



Post Tardy Bell (cont.)

- Flt CC: Facing movement as required and report to Instructor
 - Salute if SASI
 - “Sir, __ Flight is ready for Instruction (with exception of cadet(s) __ if applicable)
- Do as Instructor directs
 - If says have cadets take their seats
 - “__ Flight, Order Arms”
 - If required (SASI)
 - “__ Flight take your seats”
- Order Arms execution
 - Bring arm smoothly & smartly downward
 - Retracting path used to raise the arm
 - Cup the hand as it passes the waist
 - Return to the position of attention



Salute

What Ifs

- **Flt/CC absent**
 - Flight Sgt fills Flt/CC role & position
 - Moves to front of classroom after tardy bell rings
- **Flight Sgt absent**
 - Flt/CC appoints Element Leader to fill role up front
 - Deputy Element Lead moves forward
- **If Instructor not in class/working issue**
 - Flt CC have Flight take seats after training/announcements
 - Flt CC will quiz cadets (no talking by cadets other than to answer questions)
 - Once Instructor enters class,
 - Call Flight(s) to attention & proceed as standard
- **Tardy (adhere to school policy)**
 - Knock 2 loud times on door & wait
 - Flight Sgt will open door & close behind you
 - Tardy cadet will stand at attention in back of room until told to report.
 - Report: **"Sir, cadet (last name) requests permission to join the flight."**
 - Expect to show your tardy slip

Class Dismissal

- **Flt CC: Gives Instructor 10-min warning**
 - If necessary, Element Leaders will collect papers, ensure Element books neatly put away, and area clean. Quietly.
- **Prior to dismissal bell**
 - Flt CC/Flt Sgt: ensure all in assigned seats
 - Flt Sgt take up position in back of classroom
- **Dismissal bell**
 - Flt CC: With Instructors permission, “___ Flight, Attention”
 - “___ Flight, Present Arms” (if SASI)
 - Flt/CC: turns toward instructor & reports “Sir, ___ Flight ready for dismissal”
 - “___ Flight, Order Arms”
- **If instructor dismisses your Flight**
 - Flt CC make important reminders (Uniform of Day, PT day, assignment due, etc.)
 - Flt CC will dismiss Flights by Elements or whole (Instructor may dictate above)
 - “___ Flight Dismissed”
 - “Element ___, ___ Flight Dismissed” ... “Element ___, ___ Flight Dismissed” ...
 - Note: Well behaved & awesome Element(s) should be 1st
 - **Warning:** someone hasn’t cleaned up, was problem, etc...expect that Element last
- **Don’t pick up belongings until Flt/CC has dismissed you**