

August 22, 2005

NJROTC GRADING, CLASS PROCEDURES, AND REGULATIONS 2005-2006

Senior Naval Science Instructor (SNSI):
Naval Science Instructor (NSI)

CAPT R. E. DAVIS
YNCS(SW) D.M. HADLEY

Note: Cadets will use this brief outline along with the 2005-2006 Cadet Guidebook Syllabus.

GRADING*

1. ACADEMICS – 60% (Includes Notebook)
(Notebook: 10%)
2. NJROTC UNIFORM – 40%

*Note: (1) Merits, Demerits, and Aptitude impacts grades per the Guidebook.

(2) Course grading is based on the PGCPS Standard

A = 90%; B = 80%; C = 70%; D = 60%; E = FAIL; N = No Grade

(3) Cadets must wear the NJROTC Uniform in order to earn a passing grade.

TYPES OF ACTIVITIES AND ASSIGNMENTS

Class work, Homework, Warm-ups, Quizzes, Tests, Physical Fitness, Uniform and Drill.

EXTRA CREDIT WORK

Extra credit opportunities are provided throughout the semester.

However, the Instructor reserves the right to determine the amount of Extra Credit and student eligibility for extra credit.

NJROTC NOTEBOOK (Loose leaf 3-ring Notebook binder)

Each cadet is required to maintain a three-ring loose-leaf notebook designated for NJROTC. The notebook will be graded each quarter by the SNSI or NSI for compliance with neatness, accuracy, legibility, and initiative to show a portfolio of unit work.

- a. The notebook will be divided into five sections b a tabbed divider. The five parts are:
 - (1) Cadet advancement Record and Qualification Record
 - (2) Plan of the Day/Week Notes and Scheduling/Planning Calendars
 - (3) Classroom notes, tests, handouts, and homework [Also NJROTC Unit Grading Policy
-- How to Calculate My Grade)
 - (4) Physical Fitness graphs/charts
 - (5) Cadet Field Manual and Unit Guidebook

Cadets are required to bring their notebooks to class every day! NOTEBOOKS THAT DO MEET THE ABOVE STANDARDS WILL ADVERSELY IMPACT THE GRADE.

MAKE-UP WORK

[When a student has an excused absence from school, it is the responsibility of the student to obtain all Make-up work from his or her teacher.]

1. Find out what class work is missed in your absence and complete it within 3 days.
2. Take make-up tests within three (3) days.
3. Assignments that have a specific due date, announced in advance, may be handed in early but will not be accepted late.
4. When absent on the day an assignment is due requires submission of the assignment upon returning to school, including wearing of the Uniform.

ATTENDANCE

1. Strive to be in class and “Present” each day.
2. Poor attendance will directly affect your participation grade.
3. Poor attendance will indirectly affect your other grades.
4. A parent will be contacted with 3 absences.

TARDINESS

1. You are expected to be in the classroom – not in the hallways – when the Late/Tardy bell rings.
2. An excused “Tardy” requires a note from a Teacher or Administrator; time-stamped bus slip.
3. “Tardy” cadets will lose pass privileges for that day.
4. Three unexcused “Tardies” equals one (1) absence. Each additional unexcused “Tardy” will result in the loss of five (5) points. The additional points will be deducted from the grade average for the grading period.

HALL PASSES – Your Agenda Book will be used for a hall pass except in an emergency.

1. Only two (2) passes will be permitted per cadet per grading period
2. Only two (2) passes will be issued per class during any given class.
3. You must have your properly displayed school identification in order to receive a pass.
4. No passes will be issued until at least 45 minutes into the class period.

CLASSROOM BEHAVIOR

1. Follow the student Code of Conduct and NJROTC Regulations.
2. Be considerate of others
3. Follow the Chain-of-Command
4. Bring your own material to class. Paper; a dark writing pen and pencil are preferred.
5. Remain seated until called to “Attention” and “Dismissed” at the bell.
6. Always occupy your assigned seat.
7. Do not leave your seat or the room without the Instructor’s permission.
8. No eating in class. The sale or consumption of food, drink, or gum is not permitted in the classroom at any time.
9. Do not damage or deface school property or property belonging to anyone else.
10. A cadet’s conduct in the classroom should at all times be consistent with acceptable standards of classroom behavior.

11. Failure to follow class rules will result in a loss of five (5) points from your participation/aptitude grade for each occurrence. Serious behavior infractions will require stronger action by the Instructor or an Administrator.
12. *Uniform. Major uniform violation, Grade 0. Miss Annual Inspection, lose one NJROTC Course Letter Grade (i.e., A becomes B; B becomes C, etc.).

ALL CLASS PROCEDURES AND REGULATIONS ARE SUBJECT TO CHANGE WITH UPDATES. IF CHANGES ARE MADE, THE INSTRUCTORS OR APPROPRIATE STAFF OFFICER IN THE CADET CHAIN OF COMMAND WILL NOTIFY CADETS OF THESE CHANGES.

ROBERT E. DAVIS
CAPT USN (Ret.)
Director, Naval Science/Senior Instructor

August 22, 2005

NJROTC UNIT Grading Policy – How to Calculate My Grade

The course grade is based on the Prince George’s County Public Schools Standard:

A = 90%; B= 80%; C = 70%; D = 60%; E = FAIL; N = No Grade. Calculate your grade using the below 3-step method. The NJROTC uniform must be worn to receive a passing grade.

Step 1: Academics (50%) + Military (40%) + Notebook (10%) = (100% possible)

Step 2: Add [Merits] + or Subtract (Demerits) - =/- ____
{Participation and aptitude }

Step 3: Add total points for Grade _____

1. Academics 50%
 - a. Average for Class work, Quizzes, Tests, and Book Reports
 - b. Homework/warm-Ups
2. NJROTC Uniform 40%
 - a. Uniform – Zero Grade (0) for failure to wear or changing out of uniform without permission. Note: The Uniform of the Day must be worn the entire day on Uniform Day.
 - b. Drill – during drill class days
 - c. Physical Fitness – during physical fitness class days. Change to/from athletic gear as required for class.
3. NOTEBOOK 10%
4. Participation and Aptitude – Incentives (merits) and disincentives (demerits) improve or reduce the grade.
 - a. Negative participation and aptitude decreases both the academic and military grade by as much as 10% for minor behavior infractions.
 - b. Failure to show for Annual Inspection – Reduces one letter grade.
 - c. Failure to take the Final Examination – Zero (0), averaged with other academic grades.

ROBERT E. DAVIS
CAPT USN (Ret.)
Director, Naval Science/Senior Instructor