

**SUBJ: CLASS PROCEDURES**

**TO: ALL CADETS**

- 1. Cadets will enter the class quietly, place book bags on the floor or by their desk, repair to the flight formation, open the Horizons Book, and stand at "PARADE REST" reading until the tardy bell sounds.**
- 2. The Flight Sergeant will call the cadets to "ATTENTION" and lead the flight in "The Pledge of Allegiance" to the flag in English, Spanish and German.**
- 3. The Flight Sergeant will then speak loudly "REPORT". Each element leader (at the head of the row) will answer by saying "SIR/MA'AM, ALL CADETS PRESENT" or "SIR/MA'AM, CADET JONES ABSENT".**
- 4. The Flight Sergeant will then do an ABOUT FACE and report to the Flight Commander by saying "SIR/MA'AM, ALL CADETS PRESENT" or "SIR/MA'AM, CADETS JONES AND SMITH ABSENT". The Flight Commander will then say "SEATS" and cadets will be seated. The Flight Commander will then read the "ORDERS OF THE DAY". The Flight Commander will then go directly to the ASI/AASI's office, knock once, salute and report attendance.**
- 5. The ASI/AASI are in charge of the class at all times. The Flight Commander will take charge if the class upon the departure of the ASI/AASI. Students should be recognized by the ASI/AASI before speaking out in class. Consideration for all cadets will be practiced.**

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