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Subject: Policy Letter # 1: JROTC Classroom Rules

* No cell phones. Cell phones, apple watches, airpods will be stored in the YONDR pouch upon entering school. Violations will result in a referral.
* Chromebooks: Bring chromebooks to class charged and ready for use. We will use Chromebooks on many curriculum days.
* During attendance, stand at attention while the cadet squad leader gives the attendance to the platoon sergeant. Take seats when directed to do so by the cadet platoon sergeant.
* During the Pledge of Allegiance, please stand at attention, place your hand over your heart and recite the pledge.
* Respect the instructors, the student leadership and each other.
* Participate. Come to class with a positive, can-do attitude.
* No sitting on the desks in the classroom. Sitting on the desks damages the desks.
* Do not write on the SMART TV without prior authorization from one of the instructors.
* The JROTC Instructors’ desk, office and computers are off limits.
* Arrive to class on time and be at your assigned seat once the bell rings.
* Address the JROTC instructors by their appropriate rank (First Sergeant or Master Sergeant).
* Utilize the chain of command. Student leadership is a major component of the JROTC curriculum.
* Familiarize yourself with the JROTC website, which is where the weekly and annual training schedule is posted, combined with pertinent information about various events throughout the school year.
* On uniform inspection days, please wear the uniform correctly.
* Failure to comply with regulations, standards and expectations may warrant a phone call to parents/guardians.
* Have fun!

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student-Name-signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Policy Letter #2: Uniform Policy

11-4. **Wear of the JROTC Uniform by Cadets**

a. **Cadets will wear Class A or B uniforms on scheduled uniform inspection days.** (1) Class B Uniform. The Class B uniform is generally worn for all inspections throughout the year. The black windbreaker will be part of the uniform inspection during the winter months. **You do not have to wear a tie or a neck tab with this uniform unless it has long sleeves or with the Class A uniform coat**. The placement of awards and ornamentation in the pocket areas is the same as on the Class A uniform

**JROTC Cadets are prohibited from wearing the ASU/Class B uniform in the following situations:**

(1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.

(3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Army.

(5) When specifically prohibited by Army regulations.

(6) In connection with any activity that would be considered offensive for the JROTC Program. Cadets who knowingly violate this regulation will be disenrolled from JROTC.

The Army JROTC Black Jacket Windbreaker with JROTC emblem will continue to be a critical part of the JROTC inventory. Cadets are authorized to wear the windbreakers as necessitated by the weather.

11-5. Uniform Appearance: Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chains, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. **The Army uniform will not be mixed with civilian clothing**. Bulky items in pockets distract from the uniform. While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve items. Headgear is part of the uniform. Cadets are required to wear the authorized gray berets while outdoors or when carrying drill rifles or a saber. The gray beret with a distinctive flash is the only beret authorized to be worn with all Cadet Class A/B Uniforms.

c. Cadets are approved to wear the following religious headgear with the JROTC uniform: turban, hijab and yarmulke. Headgear will be conservative and subdued in color (black, brown, green, dark or navy blue or a combination of these colors). The headgear cannot bear any writing, symbols or pictures. Cadets may wear approved religious headgear in place of military headgear (e.g., turban and hijab). Standard JROTC headgear will be worn when it can completely cover the religious headgear (e.g., yarmulke). Approved headgear are authorized for wear during all JROTC activities (i.e., drill team, color guard, parades, speaking engagements, etc) that do not pose a risk to the safety of the Cadet, Cadre or others. For example, a Cadet wearing religious headgear can be exempted from certain “Special Hazardous” Training events that may result in injury to the Cadet or support personnel such as obstacle courses / repelling etc. During mandatory “Special Hazardous” training events, religious headgear should be removed to prevent injury.

11-6. **Personal Appearance:** JROTC is a uniformed organization which is judged, in part, by how a Cadet wears 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 the pride and esprit 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 which are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.** It is the responsibility of Instructors to use good judgment in determining if applied colors are acceptable.

(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. **Males cannot wear earrings while in uniform.**

Females: Hairstyles will not interfere with 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 collar, 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.

Earrings: Females are authorized to wear prescribed earrings with the service (ASU/Class B), dress, and mess uniforms. (1) Earrings may be screw-on, clip-on, or post-type, in gold, silver, white pearl, or diamond. Earrings will not exceed 6 mm or 1⁄4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. **Females may wear earrings only as a matched pair, with only one earring per ear lobe**. (2) Females are not authorized to wear earrings with any class C (utility) uniform (OCP/ACU, physical fitness, field, or organizational).

c. Hygiene and Tattoos: Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Student-Name-Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Policy Letter 3, Uniform Grading Policy

* Missing Beret: 3 points
* Wearing improper shoes: 3 points
* Failure to shine brass (rank, belt buckle): 2 points
* Failure to shave: 3 points
* Unauthorized earrings: 3 points
* Grooming/Haircut: Males (Neat, orderly); Females (Cannot extend past the collar): 5 points
* Unauthorized hair / nail color: 5 points
* Gigline/Alignment: 2 points
* Not wearing uniform for the duration of the day: 20 points
* Wearing unauthorized civilian clothes with the uniform: 15 points
* Failure to wear the uniform: 25 points ; partial points can be earned if the uniform is worn the next day. Points will start at 17.
* If absent from school on the inspection day, the uniform inspection will occur the first day back to school. Failure to wear the uniform on the first day back: 25 points; partial points can be earned if the uniform is worn the next day.

\*\*\*\*The uniform inspection is worth 25 points:

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Subject: Policy Letter 4 / Physical Readiness Training

Grading policy:

* 5 points: Fully participate and wear proper physical fitness clothes.
* 3 points: Fully participate, however, not changing into physical fitness clothes.
* 0 points: Failing to participate during any portion of training without an exemption from the SAI or AI.

Cadet Challenge:

* We will execute two cadet challenge events during the school year. We will have our first cadet challenge late Aug/early Sep, and the final cadet challenge near the end of the school year (Mid April). The goal for each cadet is to simply improve their physical fitness level throughout the school year.

Cadet Challenge events:

* One mile run
* 1 min of push ups
* 1 min of curl ups
* Shuttle run
* V-sit and reach

The physical fitness plan will revolve around improving each cadet’s physical fitness level. Our goal is to have periodical diagnostic testing throughout the school year to highlight the improvement of each cadet. Once a month we will incorporate a morale event for the program, the cadets will play frisbee, or kickball, with the goal of increasing morale and cohesion of the program.

Unacceptable physical fitness clothes: Boots, open-toed shoes, jeans

Approved physical fitness clothes: shorts, sweatpants, t-shirt, sweatshirt, tennis shoes.

\*\*\*\*Physical Fitness will be on Friday of each week.

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Subject: Policy Letter 5, Intra-Battalion Competition (IBC) (Tentative)

1. **Purpose**: To provide guidance and instruction for implementing the annual Eagle Battalion IBC.
2. **General:** The IBC serves as a means to accomplish the following effects:

* Provides opportunities for Cadets to apply knowledge learned in the JROTC classroom
* Establish a standardized method to assess Cadets’ knowledge
* Enable Cadets to establish “SMART” goals to support their Individual Development Plans (IDP)
* Support the development of organizational goals, and provide a venue for Cadet leaders to establish and execute plans of action to accomplish organizational goals
* Reinforce esprit de corp within the Eagle BN and have FUN!

3. **Specific**: To maximize the IBC’s desired effect, the IBC is conducted throughout the school year (SY) and incorporates a multitude of Eagle Battalion events and learning activities.

1. **IBC Events**: Provided below are the planned IBC events. Events may be deleted or added to the IBC during the conduct of a given SY.

* **Cadet Challenge:** Individual Cadet Challenge scores are compiled into platoon level scores; the top 3 platoon Cadet Challenge scores provide points for the IBC.
* **Land Navigation Field Training Exercise (FTX)**: The land navigation FTX is conducted / scored in such a manner to determine the top 3 squads. Point totals for the top 3 squads will contribute to the comprehensive IBC score.
* **Promotion Board**: The promotion board is evaluated to support each cadet receiving a numerical score for their promotion board performance. Cumulative point totals for the top 3 platoons contribute to the IBC scoring.
* **First Aid**: The first aid module concludes with a comprehensive written and hands on test of all first aid tasks; both the test scores and percentage of first time “go’s” contribute to the IBC cumulative scoring.
* **Raider IBC**: Each platoon will be assessed on “Raider Tasks”; the top 3 platoons will receive IBC points.
* **Drill IBC:** Each platoon will be assessed on Drill and Ceremony; the top 3 platoons will receive IBC points for their performance.
* **Cadet Day:** Cadet Day activities will be planned so the top 3 overall platoons can be determined.

B. **Coordinating Instructions**:

1. As an output of Module 1, Course Introduction & Individual Skills Development, the Eagle BN Staff will write an IBC Operations Order (OPORD). The IBC OPORD provides specific policies and procedures for the SY IBC.
2. The Eagle BN staff develops an IBC scoring annex as a function of the operations order for each event / learning activity.
3. The Eagle BN staff may nominate additional IBC events to the SAI / AI for their approval.

Subject: Policy Letter 6, Drill/Lab grade

Grading policy:

* 5 points: Fully participate
* 0 points: Failing to participate for any amount of time/poor attitude/refusal to train

The objective for each student is to participate with a positive attitude while being an effective member of the class period. Drill and labs are a key component of our organizational success, and having the proper attitude and motivation will enhance the learning for the entire class.

\*\*\*\*Drill/Lab will be on Monday of each week or as directed by JROTC Instructors..

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Subject: Policy Letter 7, Disenrollment Criteria

d. Conduct and character. Cadets must maintain an acceptable standard of conduct. Those in leadership positions are expected to demonstrate high personal standards to set the example. All Cadets should be honest and self-reliant; they should have a sense of personal and social responsibility in performing unit and other academic assignments. They must exhibit self- discipline and respect for constituted authority, through observance of laws, rules, and regulations; by prompt and regular attendance at instruction and in their general demeanor. Cadets who fail to meet standards will be removed from leadership. Cadets will be screened at the end of each school year and will only be readmitted to JROTC with the approval of the SAI.

a. At the discretion of the SAI, and with the approval of the school’s administration, a Cadet will be disenrolled. In all cases, a Cadet will be considered for disenrollment when they:

(1) Withdraw from school.

(2) Demonstrate ineptitude for leadership training indicated by a lack of general adaptability.

(3) Fail to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.

(4) Exhibit undesirable character traits, such as:

(a) Lying, cheating, stealing or hazing.

(b) Unauthorized possession or use of illegal drugs or substances.

(c) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.

(d) Frequent incidents of a discreditable nature with civil or school authorities or other similar acts.

(5) Fail to maintain the requirement for enrollment IAW paragraph CC Regulation 145-2, paragraph 3-14.

(6) Exhibit an indifference to and a lack of interest in citizenship and leadership training as demonstrated by:

(a) Frequent absences or persistent tardiness from class or drill.

(b) Accumulation of a large number of demerits or other documented measurements.

(c) An established pattern of shirking responsibility or other similar acts.

(7) Cadets are expected to recite the Pledge of Allegiance. However, if they choose not to participate they must not be disruptive in any way; to include turning their backs, sitting on the floor, etc. Continued disruptive behavior will result in disenrollment.

b. The above-mentioned offenses must be substantiated through written counseling by the SAI or AI. Written documentation is essential to disenrolling a Cadet from the JROTC Program

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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