

COURSE SYLLABUS

COURSE NAME AND NUMBER: JROTC Leadership, Education and Training (LET), Levels 1-4

INSTRUCTOR(S) NAMES AND RESPONSIBILITIES:

Senior Army Instructor (SAI): **Command Sergeant Major (Retired) Cedric Moore; RM#1263**
Army Instructor (AI): **Master Sergeant (Retired) Derrick Hamilton; RM#1262**

Course Description: Grissom JROTC is a congressionally mandated and funded course with Nationally Accredited Curriculum designed for high school students. It is a four year-year program that emphasizes citizenship and leadership with the primary focus reflected by the mission statement “To motivate young people to be better citizens”. Another aspect of our mission is to train leaders for tomorrow. It is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment while instilling in them self-esteem, teamwork, and self-discipline. Additionally, we emphasis service learning, community service and anti-drug efforts.

Course Objectives: Appreciate ethical values and principles that are the groundwork of good citizenship; Develop leadership potential with abilities to live and work with others; Develop ability to think logically and communicate effectively by writing and orally; Gain appreciation of the importance of holistic fitness in maintaining good health; Gain knowledge of the effects and dangers of drug and alcohol use/abuse, and how to resist pressures to try drugs and alcohol; Strengthen resiliency abilities including goal setting, visualization, and positive self-image. Promote graduation from high school and provide instruction and rewarding opportunities that will benefit the student.

Course Content: 180-hour academic program awarding full elective credit for each year completed. Each year is taught sequentially (starting with LET 1 and progressing through LET 4) and is a required prerequisite for the next. The curriculum is characterized by active learning and is aligned with the McRel (Mid-continent Research for Education and Learning) national standards. The curriculum also includes a number of additional activities unique to JROTC cadets such as Etiquette Training, Drill Teams, Color Guard, Academic Challenges, Physical Fitness, Emotional Intelligence, and Career Planning. There is also an opportunity to attend a one-week summer camp that stress adventure type training and leadership skills training.

Course Prerequisites: Enrollment in the JROTC Program is **strictly voluntary**, however some restrictions do apply. All cadets are required to participate in all JROTC events, including marching, physical fitness, and uniform wear. Parents are required to certify that they are in good health and able to participate in these activities. To be eligible for enrollment and continuance as a member of the Junior ROTC Program and Teams, each member of the Cadet Corps must meet the following requirements:

- Be enrolled in and attending full time a regular course of instruction offering JROTC Instruction or at a full-time accredited educational activity that has an agreement with the school (including a home-school student) to allow participation in JROTC.

- Must be a 9th through 12th grade student.
- Maintain an acceptable standard of academic achievement and standing, which warrants at least normal progression and will merit a student's graduation upon completion of all requirements.
- Maintain an acceptable standard of conduct and be of good moral character. Must exhibit self-discipline and respect for constituted authority through observance of laws, rules and regulations of the entire school as well as the JROTC Department. Cadets who fail to meet standards will be removed from program and/or leadership positions. All Cadets will be screened at the end of each school year and will only be readmitted to JROTC with approval of the SAI.
- Be physically fit to participate in the JROTC program without compromise to student's health or well-being.

Course Credit: Cadets must complete 3 consecutive years of JROTC to receive one (1) Career Preparedness Credit. Cadets must complete Alabama Physical Fitness Assessment for one (1) P.E. Credit.

Grading: Failure to perform duties in a proper manner will result in grade penalties and possible removal from program. Although cadets are high school students, they are expected to act with respect, courtesy, and display self-discipline not only when in JROTC classes but in all situations. **Disrespect to other school personnel will not be tolerated.** All cadets will receive a Weekly Leadership Grade. Simply stated, a portion of the Cadet's grade will be based on their attitude, adherence to Cadet Command Regulation 145-2 (Regulations pertaining to Army JROTC), school administrative policies, and school Code of Conduct.

Summative (60%) Minimum 1 grade per week	In-Class Assignments (40%) Minimum 1 grade per week
Weekly Leadership* / Staff Weekly Leadership**	Drill (Participation/Attire)
Uniform Wear Inspection	Quizzes
Test/Exam	Homework
Mandatory Events	Class Participation
Physical Fitness	

All factors included are consolidated into Weekly and Staff Weekly Leadership grade to include Motivation, Attitude and Behavior to include **ALL** classes outside of JROTC.

*Cadets not in a Staff Leadership Position

*Cadets in Staff Leadership Positions Only

- a. Cadet's progress is monitored throughout the school terms and screened at end of each 9 weeks for eligibility and subsequent retention in the program. If a cadet fails to progress to the next required grade level they will be ineligible for retention in the JROTC program. Cadets desiring to return must have approval from Senior Army Instructor (SAI).

Participating Students: A student who is ineligible for enrollment as Cadet may authorized to be in a JROTC class as a participating student if SAI (Senior Army Instructor) and Principal determine the student will not meet standards to qualify as a Cadet. The number of participating

students will not exceed 2% if the unit. If their behavior distracts from program, school officials must support disenrollment. SAI **will not** allow participating students to:

- a. Draw of wear uniforms and equipment. Students can participate in drill (but not in uniform) when it is part of class or leadership lab
- b. Participated in integrated-curricular activities

8. Disenrollment: Students will be dis-enrolled or excluded from attendance as determined by the Senior Army Instructor (SAI), Army Instructor (AI), and/or the principal. In all cases, a cadet will be considered for disenrollment when he or she:

- Withdraws from school.
- Demonstrates inability for leadership training indicated by a lack of general adaptability.
- Fails to keep an acceptable standard of academic achievement, conduct, and uniform appearance.
- Exhibits undesirable character traits such as lying, cheating, or stealing; unauthorized possession or use of illegal drugs or substances; conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment; frequent incidents of a discreditable nature with civil or school authorities; or other similar acts.
- Exhibits an indifference to and a lack of interest in leadership training as demonstrated by frequent absences from class or drill; a large accumulation of demerits; an established pattern of shirking responsibility or other similar acts.
- Fails to maintain a requirement for enrollment (i.e. Grades, Discipline etc.)

Uniforms and Equipment: All cadets will be issued and sign for a complete U.S. Army cadet uniform. Proper appearance and dress is an indication of self-respect, pride, alertness, and proper attitude. The Army uniform is the symbol of an old and honorable profession and of our great nation. **THE UNIFORM WILL BE WORN and INSPECTED EVERY WEEK ON WEDNESDAY, SPECIAL OCCASIONS, and unless otherwise directed by the SAI. Uniform inspection will be graded per Uniform Inspection Worksheet.**

a. The uniform will **always** be worn in the correct manner per Cadet Command Regulation 145-2. JROTC uniform is always worn in its entirety **throughout the designated uniform day, to include during class periods, and to and from school.** Excuses to change out of uniform must be authorized by JROTC Instructor. Prescribed uniform headgear will always be worn whenever outdoors.

b. Cadet officers, NCO's and instructor personnel are required to correct uniform violations when observed.

c. **Cadets who fails to wear uniform on designated days will receive a grade of ONE (1). If cadet does not wear uniform on following makeup day, a 1(F) will be given.**

d. Cadets are subject to uniform inspection each uniform day. Uniforms are judged/graded for overall neatness. Respect your uniform by wearing it properly.

e. **NO PART OF THE UNIFORM WILL BE WORN WITH CIVILIAN CLOTHES unless authorized by the Senior Military Instructor**

f. It is the cadet's responsibility to safe guard all property issued. Each cadet will be held **financially responsible** for any missing uniform issued items or equipment. Cadets will **immediately report (to instructor) any loss, theft, or damage of uniform items.** Cadets will **pay to replace any items lost or damaged due to neglect.** Losses that occur resulting from fire, vandalism, or routine usage will be replaced at no cost. Finally, cadets/parents are responsible for routine laundry and dry cleaning while in your possession. **Uniform is required to be dry cleaned for final turn-in. DO NOT WASH ASUs in the washing machine and DRY!** The uniform items you are issued total more than \$400. If you do not return them in serviceable and dry-cleaned condition, you will be charged for their replacement cost. These charges will be assessed through the school just as are those for a lost textbook or library book. The school does not issue a diploma to students with outstanding bills on graduation day.

Grooming Standards: Standards are established in the Cadet Command Regulation 145-2 (dated 1 Feb 12) Chapter 11-6a page 101-102. Cadets that violate grooming or uniform standards such as “not shaving or hair excessively long” will be verbally counseled on accepted standards. The 2nd offense will be written up for failure to comply and receive a grade of “1/(F)” for that day and on Weekly Leadership Grade.

JROTC Co-Curricular Activities Policy: Co-curricular activities consist of the Color Guard, Exhibition & Standard Drill, Saber Team, Raider Team, Air Rifle, JROTC Leadership and Academic Bowl (JLAB), and Cyber Patriot Teams. It is the belief of JROTC that extra-curricular activities exist to help students learn teamwork, a good work ethic, sportsmanship, and fair play. We believe the values learned from honest competition will help every student throughout their lives. No student will represent Grissom High School JROTC in any competition if they have, by their actions, brought discredit upon the US Army, Tiger Battalion, or Grissom High School, and fail to maintain a “C” average. **Any cadet participating in a co-curricular activity must be actively enrolled in a JROTC Program.** Each Team has a designated policy (view @ www.grissomjrotcofficial.com under Teams Tab.

Promotions: The promotion system is not automatic. It is based on the Promotion Worksheet, Merit System, and Promotion Board. Additionally, based on academic success, drill performance, discipline, leadership ability, cadet leadership and JROTC cadre recommendations. Prior to each promotion cadets will be evaluated and recommended by their cadet leadership and JROTC cadre. **Promotion/Rank progression within program is *mandatory* (for example, Cadet must achieve promotion to rank of at least PFC within completion of 1st semester as a LET 1 or be removed from program 2nd Semester. This demonstrates that cadets are staying active engaged with knowledge and Battalion pride. If they do not meet Promotion Progress, they can be possibly be removed from program.**

a. General guidelines for Class Rank and Promotion are as follows:

LET 1 - Initially a Cadet. If considered outstanding after the first quarter, may be promoted to Private or Private First Class; after first semester, may be promoted to Corporal if serving in a leadership position; after third quarter, truly outstanding Cadets may be promoted to Sergeant. Cadets must meet rank requirements for PFC by end of 1st Semester or possibly be removed for 2nd Semester.

LET 2-4 After the rank of Sergeant (SGT), cadets are promoted based on potential and knowledge by the SAI and AI.

JCLC (JROTC Cadet Leadership Challenge) Summer Camp: Introduces cadets to a series of adventure training events in a modified safe, healthy, and fun environment with the intent of making them better leaders and to increase their self-confidence. Training and events include but not limited to; Rappelling, Leadership Reaction Course, Confidence Course, Team Building, Aquatics Activity, etc. Sign-up for camp typically begins in March with weekly training sessions scheduled to prepare the cadets for camp. Participation is based on slots given to school and base on OML (Order of Merit List).

14. Mandatory Events: Dates are TBD and will be published ASAP on website and social media outlets additional events may be added throughout school year. (**Coordination LET LEVEL**)

- Veteran's Day Parade -receives Parade ribbon; Uniform is CLASS As (**LET 4**)
- JROTC Ball (formal dinner/dance planned and executed by **LET 3** class)
- Awards Day Ceremony (**LET 4**)
- Battalion Fundraiser (**LET 1 –4**)
- Cadet Challenge Physical Assessment (**LET 1-4**)
- Alabama Physical Fitness Assessment (**LET 1-4**); Requirement for P.E.Credit

**** If you do not attend 3 or more scheduled mandatory Battalion events and provide no excuse, you will be demoted and placed on JROTC Probation****

15. Community and Community Service Events: Throughout the course of the school year, Grissom JROTC will participate in both Community and Community Service events. Events include but are not limited to Read Across America, AUSA Symposium, Redstone Arsenal JROTC Day, etc. Dates are TBD and published ASAP on media

Conduct & Behavior:

Respect for Authority: All cadets are required to show the proper respect for authority. This applies equally to other officials and teachers within the school and with relationships with cadets holding a higher rank and position.

Authority of Cadet Officers and NCO's:

Cadet Officer and NCOs are duly appointed representatives of the officials of Grissom High School and the Senior Army Instructor. Their lawful orders and instructions are to be followed by all cadets junior to them... (Note: hard work is NOT either degrading or demeaning.)

Responsibilities of Cadet Officers and NCOs: All cadet Officers and NCO's have certain responsibilities placed upon them when assuming rank and position. Leaders must, always, be fair, impersonal, and impartial in giving orders. Any cadet leader who misuses their authority will be considered unfit for that rank and risk reduction in grade and/or removal from their position. The cadet leaders are primarily held responsible for ensuring the appearance and conduct of the corps of cadets meets the highest standards and reflects credit on the JROTC program.

Personal Conduct: The JROTC Department is the most visible in the school, because we wear a unique and distinctive uniform that instantly identifies each of us as a JROTC member. It is important that every cadet conduct him/herself in such a manner as to bring credit upon themselves and the corps. You must always set standards of conduct and courtesy, as you are representing the JROTC program in your classroom, school, in the community, and most importantly yourself. Cadets are expected to be leaders among their peers and by their high standards of conduct, set an example that others will emulate.

Training Standards:

Instructors will instill standards in what may seem to be minor details (cleanliness, haircuts, shaves, shoeshine, brass polish, posture, etc.). Your performance and conduct are expected to be of the highest quality both on and off school grounds. You are expected to conduct yourself at all times in a manner, which will reflect credit upon yourself, your family, the Cadet Corps, and Grissom High School. Remember that your uniform is a symbol of pride.

Public Displays of Affection:

While in uniform, cadets are to refrain from any type of intimate contact, including holding hands, kissing or embracing one another.

Sexual Harassment Policy:

Grissom High School has an excellent policy designed to prevent the sexual harassment of all students, as outlined in the Behavioral Learning Guide as a Level 4 response. Read it! Believe it! Our JROTC program is NOT a military organization, but it is based on the ideals of one. Sexual harassment occurs when any person abuses their strength, either physical or authoritative, to force unwanted sexual contact on another.

a. Sexual harassment is not only physical; it also occurs when a student is forced to listen to unwelcome sexual comments, jokes, innuendoes, or repeated advances. If you are in such a position, you should make your discomfort known to the offender immediately, **"I am not comfortable with that kind of talk, please stop it"** or, **"Please, allow me to leave."** Continued offensive actions constitute sexual harassment and will be held accountable.

b. Proven instances of sexual harassment will be dealt with as one of the most severe offenses a cadet can commit. Offenders will be considered for elimination from program with a failing grade. They will be reported through proper channels for appropriate legal action.

Non-Uniform Dress Code:

Cadets are expected to follow the Huntsville City Schools Behavioral Learning Guide (BLG) dress code, Appendix A. This will be strictly enforced in JROTC. Cadets may NOT wear T-shirts or other garments that promote tobacco or alcohol or other drug abuse, encourage/promote promiscuous sexual activity, or clothing too short or revealing. Cadets found wearing such items will be assessed demerits according to the nature of the offense and immediately asked to either remove or reverse the offending garment.

Merits and Demerits System:

Grissom JROTC uses the Merit/Demerit System to help promote good order and discipline. The use of a system of rewards and corrective tools are to encourage cadets to adhere to higher standards of conduct, self-discipline and personal appearance.

This system contributes to Cadet's earning the Good Conduct Ribbon as well as other privileges. Cadet must complete each grading period with zero (0) Demerits to be considered for Good Conduct Ribbon. Each Merit/Demerit slip must be reviewed, approved or disapproved and signed by JROTC Instructor before entered into Cadet's Merit/Demerit Record.

Cadet Battalion Command Sergeant Major (C/CSM) will maintain a current and up-to-date record of all Merits/Demerits. The C/CSM will provide JROTC Instructors a by name listing of Merits/Demerits accumulated during each grading period. Merits will be posted on the JROTC Bulletin Board and briefed during Cadet Staff Meetings. First Sergeants (1SG) will send Company reports to C/CSM.

Demerits will be given for offenses reported by the cadet Chain of Command and JROTC Cadre. A Demerit is a negative point system used to record conduct of efficiency assessed against a Cadet who has committed minor and/or serious violations stated below. **Demerits can ONLY be given by JROTC Instructors.** Grissom Faculty, Staff and Cadet Staff can only recommend Demerits.

The Merit/Demerit form will be used for recording offenses and recommending the number of demerits to be given and placed in the cadet's portfolio as a matter of record. If the cadet desires to appeal the demerits they must use his/her chain of command. The JROTC Cadre will carefully review the forms for fairness and impartiality. JROTC cadre will ensure there are no excessive demerits. A listing of all demerits, to include the current balance, will be posted in the company books

An example of a properly filled out Merit/Demerit Slip.

MERIT - DEMERIT REPORT

DATE: 9/17/13

CADET: PVT Knucklehead Joe S.
(RANK) (LAST) (FIRST) (M.I.)

INCIDENT: Failure to follow directions

RECOMMENDED MERITS: _____ DEMERITS: 1

DESIRE TO APPEAL YES ☐ NO ☒ OFFENDER'S INITIAL JSK

IF APPEAL REQUESTED, CONTACT NCO INSTRUCTOR FOR APPOINTMENT.

AWARDED BY: C/SFC Highspeed

REVIEWED AND APPROVED BY: LTC [Signature]
INSTRUCTOR'S SIGNATURE

Extenuating or mitigating circumstances will always be considered in assigning of punishment. Cases involving lying, cheating or stealing will be referred to the SAI for recommended. When a cadet repeatedly commits one of the offenses listed above additional demerits may be given for that offense at the discretion of the SAI.

Excessive Demerits and Additional JROTC Training:

If a Cadet reaches fifteen (15) Demerits without accumulating any merits to cancel them out, participation in activities, JROTC Team sponsored events, JROTC field trips, and special events will be impacted, and they will not be considered for promotion and/or demoted. When a Cadet has returned to zero (0) Demerits he/she will regain eligibility.

Two ways to erase/eliminate Demerits from his/her file:

1. **Trade Off:** Some Demerits may be traded off with merits. Exchange rate is 2 Merits for each Demerit to be erased
2. **Work Off:** In most cases, Cadet will be directed to report to JROTC Cadre for Cadet Additional Instructions (CAI) which consist of assisting with inventory of uniforms, organizing uniforms, cleaning classroom/supply room/dressing rooms/supply closet, area beautification (Obstacle Course/outside side entry door/Attendance entry). It takes 15 minutes of work to eliminate two (2) Demerit. Demerits may be worked off in the morning before school or in the afternoon after school with 48-hour coordination with C/CSM and JROTC Cadre. Cadets who work in the morning and afternoons will provide own transportation. A Cadet can work no longer than 1 hour a day after school. JROTC Cadre will be present for Cadet Work Off.

*****NOTE Grissom High JROTC Instructors have the authority to require Cadets work off Demerits, regardless of offense. Example.... Repetitive violations of minor offenses*****

a. The accumulation of an excessive number of demerits by any cadet is an indication of a cadet's inability to properly adhere and adapt to the JROTC standards and is accordingly unacceptable.

b. Upon reaching 20 demerits a "Mandatory work off" will be issued. A "Mandatory work off" consists of 60 minutes of assisting with School beautification as directed by JROTC cadre member. JROTC cadre members will utilize "Mandatory work off" in lieu of regular administrative school detentions; however, if a cadet fails to execute a "Mandatory work off" they will receive a school detention. Demerits, reduction in rank, appearance before a JROTC Discipline Board and dismissal from the JROTC program are all actions used to enforce discipline. "Mandatory work off" will include but not limited to assisting with sweeping stairwells, dusting, pulling trash, outside school area beautification, etc. Ten (10) Demerits will be removed from a "Mandatory work off". **"Mandatory work off" days will be last day of each month.**

c. MERIT/DEMERIT point system is located on school website under Cadet Information Tab.

Suspension of Rank:

Promotions are hard earned, but the suspension of rank and demotions can be easily achieved at any time due to inefficiency, misconduct, or other justifying cause when properly investigated and the action is approved by the Senior Army Instructor.

Cadet Officers and noncommissioned officers that are subject to disciplinary action by school authorities that results in out of school suspension will have their rank suspended for one week for each day of suspension not to exceed six weeks.

COURSE SYLLABUS ACKNOWLEDGEMENT

By signing this page and giving it to the JROTC cadre, I am confirming that:

I have received a copy of the Grissom High School JROTC program course syllabus.

I understand and agree to follow the guidelines, statements, standards, and requirements listed herein.

Cadet Printed Name: _____

Cadet Signature: _____

Date Signed: _____

Parent or Guardian Printed Name: _____

Parent or Guardian Signature: _____

Relationship to Cadet: _____

Parent or Guardian Phone #: _____

Parent or Guardian Email: _____

NOTE: Please return this PAGE ONLY from the Course Syllabus