



**HILLSIDE HIGH SCHOOL JROTC
3727 Fayetteville Street
Durham, NC 27707**

**LEADERSHIP, EDUCATION, & TRAINING
(LET) III & IV JROTC SYLLABUS, SY 2022-23 FIRST SERGEANT (RET) JEFFERY J. MATTHEWS
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Mission: "Motivate Young People to Be Better Citizens"

1. Course Description- LEADERSHIP EDUCATION AND TRAINING (LET) III & IV

The Hillside High School JROTC Program prepares high school students for responsible leadership roles and making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

The third-year of Leadership Education and Training provides additional leadership situations. In this year students will not only be more involved as teachers and leaders within the cadet battalion, but they will also do more independent studies in the areas of communication, leader, first aid, history, map reading, career opportunities, and technology awareness. The wearing of the uniform and the extracurricular activities are the same as for LET I

The fourth-year cadets are responsible for the daily cadet administration and perform as commanders and staff officers. They act as assistant instructors in some subject areas for other JROTC classes. They continue to develop their leadership skills and plan special unit events such as the military ball and the annual awards banquet as well as several Leadership camps.

Learning Outcomes

This program intends to teach cadets to:

1. Maximize potential for success through learning and self-management
2. Develop leadership skills
3. Incorporate principles and mental and physical wellness into behaviors and decisions
4. Build effective relationships with peers, co-workers, and the community
5. Apply physical and political geography to building global awareness
6. Correlate the rights and responsibilities of citizenship to the purposes of U.S. government
7. Relate events in U.S. history to choices and responsibilities Americans have today
8. Characterize the role of the military and other national service organizations in building a democracy and maintaining peace in the democratic society

Program Instructional Units

Weekly class schedule will be posted on the S3 board.

Basic Courses	LET 1	LET 2	LET 3	LET 4	Total
Citizenship in Action	18	0	2	6	26
Leadership Theory & Application	18	0	12	10	40
Foundations For Success	30	0	36	16	82
Wellness, Fitness & First Aid	0	28	0	0	28
Geography, Map Skills & Environmental Awareness	0	2	0	0	2
Citizenship in American History & Government	0	36	16	0	52
Physical Activity/Leader Assessment					
Leadership Application	20	20	20	20	80
Cadet Challenge	10	10	10	10	40
Activities					
Service Learning/Community Service	10	10	10	10	40
Administration/Testing/Inspections	24	24	24	24	96
Additional Teaching & Leadership Hours	0	0	0	34	34



Weekly Schedule Breakdown

MON – PT (50 min)/Drill (30 min) - Company

TUE – Class (Hester) 1:20 – LET’s 3 & 4
Drill (Matthews) 1:20 – LET’s 1 & 2

WED – Class (Matthews) 1:20 – LET’s 1 & 2
Drill (Hester) 1:20 – LET’s 3 & 4

THU – Inspection (20 minutes) - Unit
Class (Hester) 1:10 – LET’s 3 & 4
Drill (Matthews) 1:10 – LET’s 1 & 2

FRI – Class (Matthews) 1:20 – LET’s 1 & 2
Drill (Hester) 1:20 – LET’s 3 & 4

Daily Schedule Breakdown

(Monday)

1. Cadet Creed
2. Pledge
3. Roll Call
4. Class Motto
5. PT/Drill (Company)

(Tuesday - Friday)

1. Cadet Creed
2. Pledge
3. Roll Call
4. Class Motto
5. Inspection (Thu)
6. Class lessons

2. Application Process:

a. To participate in the HHS Army JROTC Program, all students must complete an application upon initial enrollment. To remain as a member of the JROTC program, a cadet must maintain the following minimal requirements:

1. Must have an overall weighted GPA of 2.0
2. Have no failing grades in the current semester
3. Have no excessive amounts of unexcused absences from all classes for the semester
4. No disciplinary actions in or out of school.
5. Current cadets must have a minimum of C average (2.0) in JROTC.

The application should be completed by the student, but a parent/guardian should review it before it is submitted. Application deadline for the upcoming school year is February 28th. Applications can be obtained from Hillside High School’s JROTC Department or Student Services.

Academic Probation

b. If a current cadet GPA falls below a 2.0, he/she will automatically be placed on “Academic Probation”. When a cadet is placed on academic probation, he/she must achieve a 2.0 by the end of the following semester to remain in the program. If the cadet cannot achieve a 2.0 by the required stated time, he/she will be removed from the program. If a cadet is on academic probation and achieves a 2.0 GPA at a later date, they will be eligible to return to JROTC. If a cadet is placed on academic probation, a letter will be sent home to the parents/guardians.

c. Occasionally, circumstances beyond the control of the student cause poor academic performance. For this reason, JROTC has developed an appeal mechanism. If you feel that your child circumstance should be considered in the decision related to their continued eligibility to enroll, please contact HHS JROTC. The JROTC Instructors will provide additional information concerning the appeal process.

d. Incoming high school freshmen (first semester freshmen) do not have to worry about their GPA or an application upon initial enrollment, but they must be willing to adhere to the policies and procedures directed by the US Army, US Army Cadet Command, Hillside High School, and Hillside High School JROTC.



3. Grading System:

a. Every cadet will receive a grade in the following areas:

*** Process..... (50%) *Product..... (50%)**

A=90-100 B=80-89 C=70-79 D=60-69 F=0-59
4pts 3.5-4.0 3pts 2.5-3.49 1.5-2.49 1.0-1.49 0 pts Below 1.0 average -1 pt. no credit

b. Cadets will receive 1 (one) credit per semester as needed to graduate from high school.

c. If a cadet has an unexcused absence and an assignment was given on that day, the work cannot be made up.

d. Cadets are eligible for exemption from their final exams in JROTC if they have a:

1. Letter grade of A with three or less absences in class (includes excused and unexcused)
2. Letter grade of B with two or less absences in class (including excused and unexcused)

4. Wearing the JROTC Cords or Stole:

a. Cadets can wear the official JROTC Cord (red, white, & blue), the JROTC Medal, and the JROTC Stole during graduation, if they meet certain criteria. Below is the criteria for these items:

• **JROTC Graduation Stole & Cord (Must complete 3 years of JROTC, be enrolled during senior year, and have a final grade of B).**

• **JROTC Graduation Stole, triple cord, & medal (JROTC Completer) (Must complete 7 semesters of JROTC, be enrolled during senior year, and have a final grade of B).**

5. Classroom Decorum:

For All Cadets Assigned to the Hornet Battalion

Cadets must maintain an acceptable standard of conduct and be of good moral character. All cadets should be honest, self-reliant, and 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 rules/regulations and by prompt and regular attendance (Cadet Command Regulation 145-2).

Classroom: *DO NOT ENTER THE JROTC CLASSROOM PRIOR TO 8:45 AM. If you miss the first 45 minutes of class, you will be marked absent **(The following items will be corrected by demerits or write-ups).**

a. Food, drinks, or chewing gum are not allowed in class.

b. Do not wear hats, saggy pants, halter tops, short-shorts, miniskirts, or use electronic devices in class (DPS Policy).

c. **NO CADET WILL ENTER THE CLASSROOM WITH ANY EXPOSED ELECTRONIC DEVICE!**

d. Do not sit in an instructors' chair, touch an instructor's desk, place personal items on an instructors' desk/bookcase, or take things off an instructors' desk!

e. Do not sit on any desks, tables, or cabinets!

f. Cadets are not allowed to "hang-out" in the JROTC classroom. No passes to JROTC will be honored. If a cadet is needed by any JROTC instructor, the instructor will make a verbal or written request to the cadet's teacher, requesting the cadets presents in the JROTC room.

g. Be on your best behavior while in the classrooms, absolutely no horse playing or fooling around.

h. **Public Display of Affection (PDA) will not be tolerated in or around the classroom (kissing, hugging, hand holding, etc...).**

i. The JROTC classroom will remain clean and neat at all times.



j. The JROTC classroom is off limits to all cadets and students during both lunch periods (this also applies to staff personnel)!

k. If a cadet has a personal issue and wishes to talk to an instructor, the cadet must make arrangements to see an instructor before school.

l. Instructors office is off limits to all cadets! Cadets cannot use the microwave or refrigerator.

m. **A cadet who has disciplinary issues (including other classes) will not be allowed to continue in this program (Cadet Command Reg. 145-2).**

n. If a cadet accumulates excessive unexcused absences or tardies, he/she **WILL NOT** be allowed to return to JROTC.

o. All cadets (including "Lottery cadets/career path") must maintain a "C" average in JROTC if he/she wishes to remain in the HHS JROTC program.

p. No begging for food or money.

q. **Only senior and junior cadets are allowed to leave campus for lunch, if they possess an "Off Campus Lunch Pass".**

r. **No cadet will eat lunch in the theater lobby, in the JROTC classroom nor the inner corridor located outside the inside door of the JROTC classroom. The lunchroom/outdoors is the only place where a cadet can eat their lunch.**

s. No cadet will be permitted to eat lunch outside of his or her designed lunch period (**43 minutes**). **If a cadet leaves campus to eat lunch during their assigned lunch period, they must consume their food before returning to campus.** If they are caught by the tardy bell before their return to campus, they will receive a tardy and their parents will be contacted. Below you will find the sequence of consequences for all JROTC violations:

Consequences:

1st Infraction....Classroom Consequence (parents or guardian contacted).

2nd Infraction...Teacher logs Incident (parents or guardian contacted).

3rd Infraction....Contact Parents/Guardians, Conference with Guidance/Intervention Team. Teacher logs Incident.

4th Infraction....In-school Suspension for class period the next day. Admin Approval and Placement. Teacher logs Incident

5th Infraction....Referral to Administration/Placed on the "Do Not Return List".

t. **JROTC INSTRUCTORS WILL NOT GIVE A CADET A RIDE HOME OR BRING THEM TO SCHOOL FOR ANY REASON. SO DON'T ASK! IT IS THE RESPONSIBILITY OF A PARENT/GUARDIAN TO DROP OFF AND PICK UP THEIR CHILD!**

6. Merit/Demerit System

a. **Purpose** The merit and demerit system is established to provide a means whereby cadet leaders can discipline cadets who violate policies and procedures, and reward cadets for superior performance of duties.

- Merits will be awarded to those cadets who excel in any phase of their training or whose adherence to standards of the JROTC far exceed those of the average cadet.
- Demerits may be assessed for any infraction or violation of existing standards of the JROTC Department and the school. The number of demerits received by a cadet is an indication of his/her effort and interest in the school, Cadet Corps, and himself/herself. Assessed demerits will accumulate during each grading period and can reduce the numerical grade average.
- Merits cancel out demerits. Cadets may work off demerits prior to the end of each grading period by performing supervised constructive work. Remaining merits and demerits will be used to develop student grades for the nine-week period. Merit/demerit records will be closed out each six weeks to permit inclusion in the nine weeks' grades.



b. Responsibilities

- Cadet Officers and NCOs in the rank of Sergeant First Class and above may recommend the awarding/issuing of merits or demerits.
- The provisions of good leadership and the chain-of-command will be followed in awarding merits and issuing demerits.
- Failure of cadets to carry out this very important responsibility in the proper spirit and manner is grounds for corrective action.

c. **Effect on Alphabetical Grade** Merits/demerits are accrued cumulatively for each nine week grading period and will added to, or subtracted from, the final nine weeks’ grade. Outstanding merits at the end of the grading period will result in an adjustment of the grade on the basis of one (1) point for each five (5) merits but will not raise the grade more than one letter grade. Demerits will result in an adjustment of the grade on the basis of one (1) point for each five (5) demerits, but will not lower the grade more than one letter grade. Merits/demerits given during the last seven days (including the weekend) of a grade period will be carried forward to the next grading period.

- Example #1: Cadet has an average of 88 and 10 merits. His/her final average for the grading period will be calculated as follows:
 $88 + 2 \text{ (gain of 2 points for 10 merits)} = 90 \text{ of "A"}$
- Example #2: Cadet has an average of 91 and 15 demerits. His/her final average for the grading period will be calculated as follows:
 $91 - 3 \text{ (loss of 1 point for the 5 demerits)} = 88 \text{ or "B"}$

d. Control

- All merits and demerits given by a cadet must be reviewed and approved/disapproved by the SAI/AI to ensure they are fair, impartial, and not in excess of the amount authorized. Merit and demerit forms (Appendix C) will route through the chain-of-command to the cadet BN CDR or cadet XO; review for approval/disapproval by the SAI/AI; forwarded to the S-1 who will record them in the cadet’s official record.
- Merits and demerits will not be issued without the approval of the SAI/AI.
- No cadet may issue merits to himself/herself.
- Any cadet who feels that he/she has been unjustly given demerits may appeal, in writing, through the chain-of-command, to the SAI.

e. Accrual of Excessive Demerits

- Cadets who accrue an unusually high number of demerits may be considered for disenrollment from JROTC.
- At the end of each grading period any cadet having been assessed more demerits than merits will have his or her grade average lowered by one point for each five (5) excess demerits. No grade will be lowered more than one letter grade.
- Demerits may be worked off by arrangement with the SAI/AI. The specific number of demerits and the work required will be decided at the time of the arrangement.
- Cadets who accumulate more than twenty-five (25) demerits, at any one time will not be considered for any favorable personnel action.

f. **Merits** Cadets may receive merits in the amounts and for the reasons shown:

<u>REASON</u>	<u>AMOUNT</u>
Attending JROTC activity period and on time Outstanding demonstration of leadership	1-5 merits in the proper uniform 1-5 merits
Drill Team or Color Guard performance	1-5 merits



Drill/Color Guard/Marksmanship/Raider Team members of a winning team in competition	10 merits
JROTC work outside normal school hours, including lunch (voluntary assistance)	1-2 merits per hour
Being responsible for a new cadet enrolling in JROTC	10 merits
Outstanding performance and appearance	1-5 merits
Special projects	1-10 merits

g. Demerits Cadets receive demerits for infractions of rules or regulations. A written request for consideration by a Cadet Board of Review must be prepared and submitted to the President of the Cadet Board of Review if the matter requires stronger action. The POB will investigate and determine if a board should be conducted.

Listed is the maximum number of demerits for each offense. Lesser number of demerits may be given, depending on the seriousness of the offense.

<u>OFFENSES</u>	<u>MAX # DEMERITS</u>
Malingering (hanging out w/o permission the supply room, SAI/AI office, or off-limits area)	10 demerits in
Misuse of Government or JROTC property	10 demerits
Unacceptable conduct (Using profane or obscene language while in uniform in the JROTC area or during a JROTC activity)	5 demerits
Failure to report for an agreed duty or detail	1-5 demerits
Discourtesy or insubordination	1-15 demerits
Improper wear of uniform (disarray, dirty brass, shoes, clothing, wearing unauthorized items)	1 demerit/item
Need shave, haircut, or hair not worn to standard	1-5 demerits
Misconduct in classroom (sleeping, excessive talking, or horseplay)	1-5 demerits
Chewing gum or talking in formation	1-5 demerits
Unprepared for class	1-5 demerits
Unexcused late to class or formation	1-5 demerits
Not wearing the proper uniform on the prescribed uniform day	1-5 demerits
Use of electronic devices without permission	1-5 demerits

h. Serious offenses and misconduct such as, lying, cheating, stealing, hazing (bullying or harassing) subordinates or actions which would bring discredit upon the Hillside High School JROTC Corps, Hillside High School, or the US Army are in direct contradiction to the JROTC Cadet Creed and will not be tolerated. The action taken for such offenses is determined by the



Cadet's LET level, academic level, and JROTC rank.

- Officer-Board of Review and disciplinary action by the school
- Noncommissioned officer-25 demerits and/or board of review and disciplinary action by the school
- Private-10 demerits (1st offense), 25 demerits or board of review (2d offense) and disciplinary action by the school

7. Uniform Policy:

Physical Training Uniform Wear

a. On **Monday's**, cadets will dress out in appropriate physical training (PT) attire (shorts, sweats, T-shirts & sneakers). If a cadet refuses to dress out, but participate, he/she will receive **50%** for a grade. If a cadet refuses to dress out and refuses to participate, he/she will receive a **0%**.

b. A cadet can only be excused from PT if they have a valid written excuse from their doctor, parent, or guardian.

c. **All cadets will have five minutes to change for PT.** After seven minutes, a cadet will lose 5 points for every minute they are not in formation.

ASU Uniform Wear (Class A & B)

d. Each cadet is issued an Army uniform at no cost to the cadet. **The uniform is "Dry Cleaned Only"**. If the uniform is damaged, the cadet (or parents/guardians) must replace it or pay for the items). Cadets must purchase their own solid black socks and solid white crew neck T-shirts. All cadets will wear a white crew neck T-shirt with their uniform.

e. Cadets will receive a weekly test grade for the wear of the Army Service Uniform (Blues). Cadets who fail to wear their uniform will make a **"0%"**. A cadet will not be able to make up this grade if they have an unexcused absence.

f. **Cadets must wear the ASU's (Blues) for the entire day unless excused by the SAI or AI.** Cadets must receive prior permission from their instructors to not wear their uniforms on Friday. If a cadet removes their uniform without permission or decides to wear the uniform improperly before or after they leave their JROTC class, they will receive a **"0%"**.

g. When a cadet has an excused absence on uniform wear day, he or she must wear the uniform on the day they return. **The cadet must present a note from their parents for the absence to be considered excused.** If not, they will receive a **"0%"** and the grade cannot be made-up.

h. At the end of the semester, all cadets are required to turn in a freshly dry cleaned uniform. A cadet will receive three letter grades of "A", if the grey shirt, blue jacket, and blue pants have been properly dry cleaned. **Please do not place this uniform in a washing machine.** If you destroy this uniform, you will be required to replace it. **The cost for this uniform is roughly \$365.16.**

i. **No cadet will be allowed to wear a uniform, if they are not in compliance with Army Regulations. If a cadet refuses to maintain proper compliance, the cadet will not be allowed to wear the uniform until they are within standards. The cadet will receive a "zero" until they are in compliance.**

j. **If a cadet has Physical Education (Gym), he/she will change for their class and upon completion of class, change back into their JROTC uniform. If a cadet refuses to change for their Physical Education classes, they will receive a "0" in JROTC for the Wednesday Uniform Inspection, if the physical education teacher reports the violation to the JROTC department. Wearing of the Army Uniform constitutes a test grade!**

8. Female Cadets:

a. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed six-mm or ¼ inch in diameter, and they must be unadorned and spherical. Earrings cannot be worn in the PT uniform, but can be worn with the Operational Camouflage Pattern (OCP). **NO NOSE RINGS ARE AUTHORIZED AT ANY TIME WHILE IN UNIFORM!**



Authorized Female Hairstyles while in Uniform

The Army has updated its grooming standards to address the disparate impact on female Soldiers. Army Senior Leaders approved hairstyle changes that promotes diversity and inclusion and improves the health of the force. The updates, based on medical (dermatology) considerations, as well as feedback from Soldiers across the force, are authorized as follows:

- No minimum hair length for female Soldiers
- Multiple hairstyles to be worn at once (i.e. braiding twists or locs)
- Ponytails to be worn down the center of the back in all uniforms; the length not to exceed the bottom of the shoulder blades while at the position of attention (effective May 6, 2021)
- Highlights (uniform blend of colors)
- Optional wear of earrings in the Army Combat Uniform for Female Soldiers
- Solid lip and nail colors (non-extreme) for female Soldiers



Authorized Female Fingernails

b. Fingernails for a female cadet can be no more than a $\frac{1}{4}$ inch beyond the finger tips. Solid nail polish and lipstick **can be worn**, as long as it is not an extreme color. (Army Regulation 670-1).

9. Male Cadets:

a. Male cadets are not authorized to wear earrings in uniform.

Authorized Male Fingernails

b. Male fingernails cannot extend beyond the fingertips, but can be polished with clear nail polish.

Authorized Hair Styles for Males

c. A male cadet cannot wear braids, extensions, twisties, dreadlocks, afros, mohawks, mullets, cornrows, excessively long hair, uncombed hair or unnaturally colored hair. Beards nor excessively long sideburns will be worn, unless it is for religious purposes. Hair must have a neat tapered appearance. Male cadets can wear natural colored highlights. All male cadets must have a presentable haircut by the first day of the second week of school. If a cadet cannot comply with these directives, they will be dropped from the class.

d. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

e. Males will keep their face clean-shaven when in uniform. Mustaches are permitted. If mustaches are worn, they will be neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth.

10. Staff Positions:

To be a part of the Command Staff (including shop heads/officers), a cadet must have a **GPA of 2.2 and failing no classes**. To be a shop assistant, a cadet must have a minimum of a **“C” average in JROTC, failing no classes, and a GPA of 2.0. There will be no exceptions!**

11. Extra-Curricular JROTC Activities:

* Color Guard * Air Rifle * Archery * Drill Team * Raider



In order to participate, cadets must carry a **C average in JROTC and maintain a 2.0 GPA**. A cadet cannot have **any failing grades in any of their current classes** if they wish to participate in any Extra-Curricular Activities.

12. Extra-Curricular Participation:

All LET III & IV cadets are required to participate in two parades. LET I & II cadets will be individually selected to participate in these events.

13. JROTC Cadet Leadership Challenge (JCLC)

All senior level cadets (**Battalion Commander, Executive Officer, and Command Sergeant Major**) **are required** to attend JCLC during the summer of their freshman, sophomore, or junior year. To be considered for JCLC, a cadet must be in good academic and behavioral standing to be considered to attend camp.

ACKNOWLEDGEMENT OF JROTC SYLLABUS

The signed individuals acknowledge their understanding of the Hillside High School JROTC Syllabus.

Print Students Name: _____ **Signature:** _____ **Date:** _____

Print Parents Name: _____ **Signature:** _____ **Date:** _____

Parents Telephone: _____ **Parents Email:** _____



Hornet Battalion Cadet Data Sheet

Last Name (Cadet): _____ First: _____ MI: _____

DOB: __//__//__ Gender: (Circle) Male / Female Student ID: # _____
Mo dd yyyy (look on your schedule)

Race: (Circle One) - African American, American Indian, Asian, Caucasian, Hispanic, Native Indian, Pacific Islander, Other

Number of Times/Semesters Successfully Completed JROTC #: _____

US Citizen: (Circle one) YES / NO

Cadet Home Address: Street: _____ Apartment # _____

City: _____, State: _____ Zip: _____

Home Phone:() _____ Work:() _____ Cell: () _____

School Year (Graduation): 20____ Enrolled: (New school year) __//__//__
mo dd yyyy

(1) Parent/Guardian Name: _____

Relationship: _____

Street: _____ Apartment _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: () _____ US Citizen: (Circle one) YES / NO

2) Parent/Guardian Name: _____

Relationship: _____

Street: _____ Apartment _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: () _____ US Citizen: (Circle one) YES / NO

-----To Be filled Out by Instructors Only: -----

LET Level: _____ Company: _____

Platoon: _____ Squad: _____



HHS-JROTC

24 August 2022

MEMORANDUM FOR RECORD

SUBJECT: Hillside High School JROTC Uniform Issue, Wear and Inspection Policy

1. Basic Policy: All JROTC Cadets are required to wear the uniform as part of their normal course work once a week beginning NLT 1 October of each school year and ending NLT 1 May each school year. The Senior Army Instructor will determine actual wear dates. Wearing the uniform constitutes a major portion of the overall grade and is integral to building self-esteem and discipline. Cadets wear the uniform to put all cadets on the same level. Any additions to the uniform are ranks and awards that are earned by the individual cadet. They are earned for application of positive traits and principles that will serve you and your community well in the future. These are not given on the basis of wealth or any such issue. Remember, many citizens wear uniforms: Fast food restaurants, Post Office, Police Officers, UPS, sports teams etc.

The following procedures apply:

(1) Army Service Uniform (Blues) or Class B Uniform will be worn for all inspections.

(2) The uniform will be worn one day each week as directed by the Senior Army Instructor for a weekly grade (Thursday). Grades received during inspections are considered major test grades.

(3) A zero "0" will be recorded anytime a cadet misses a uniform inspection, due to an unexcused absence. A zero resulting from an unexcused absence or failure to wear the uniform may not be made up during the semester.

(4) Cadets are required to wear the uniform all day on the day of inspection. Failure to comply will result in a grade of "0" for that day's uniform grade.

(5) The military gray beret, is to be worn anytime you are outside and in uniform.

(6) Cadets may change out of their JROTC uniform to attend Physical fitness/Physical education class or any class that the cadet may get their uniform dirty or damaged.

(7) If the Class B uniform (everything less the coat) is worn, the minimum accouterments are nametag and rank.

(8) Those cadets who receive two failing grades on their uniform inspections will be required to turn their uniforms in and will receive a zero for all subsequent inspections. Uniforms will not be re-issued unless there are significant mitigating circumstances as determined by the instructor.

2. Military and civilian clothing will not be mixed with these exceptions: Military provided shoes and neckties may be worn with civilian attire when it is appropriate, e.g. going to church or anytime you're wearing a suit coat. However, once at school, civilian and military clothing will not be mixed.

3. LET IV, III and II cadets in this order will have priority of issue of the Army Service Uniform ASU (Blue). LET I cadets will be issued the ASU uniform as supply amounts dictate.

4. First year cadets must earn the privilege of being issued and wearing the JROTC uniform. The Army Instructor will determine when a cadet will receive a uniform.

5. Those cadets who do not meet the requirements to have their uniforms issued before week three (3) of the Fall semester and week three (3) of the Spring semester will receive a zero on the weekly uniform inspections until they meet the requirements to get their uniforms issued.

6. All cadets enrolled in Hillside High School Army JROTC program will be required to attend, participate and wear their uniforms for all scheduled parades. Cadets who have a valid excused absence (sickness, injury or appointment) will be exempt.

7. All cadets issued an Army Service Uniform or OCP (Raiders/JCLC) will sign a JUMS Cadet Clothing record form indicating the exact items they were issued and the exact cost of each item. The original form will be kept on file in the JROTC office until a cadet has returned or paid for all items and the original form



given back to the cadet. It is the cadet's responsibility to maintain the original form as proof that they have turned in their items.

8. Damaged or lost Uniform Items. Cadets are financially responsible for all uniform items issued. JROTC uniforms are US Government Property. Lost or damaged items must be replaced by purchasing a replacement item. The exact cost will be given to the cadet and a replacement item issued upon payment. Failure to turn-in a uniform at the end of the semester or disenrollment from JROTC will result in the following actions:

- a. A fine placed with the school bookkeeper for the cost of the uniform items
- b. A letter sent to the parents requesting immediate return of US government property and a copy given to the school resource officer for assistance from the police department in recovering the property
- c. After 60 days if the uniform items are not returned a Financial Liability Investigation of Property report will be sent up to the appropriate Army headquarters for the determination of property disposition and possible referral to the IRS for tax garnishment of cadet/parent/guardian wages for the expense of the uniform and any applicable fines.

9. Turn-in of Uniforms. All LET I, II and III cadets will turn-in their uniforms at the end of the school year. Those cadets remaining in the program for the following school year will place a name tag on their uniform so it can be easily re-issued. All Cadets will turn-in their uniforms in the condition that they were issued (Slacks and Coat dry cleaned, shirt washed), those cadets who turn-in a dirty uniform will be charged a dry cleaning charge (\$25.00). This charge will be in the form of a fine with the school bookkeeper. All issued items must be accounted for at the end of the school year. Those cadets who are not remaining in the program must turn-in their uniform at Hillside High School JROTC Supply room during the hours that will be given at the end of each semester for uniform turn-in. Cadets will receive their original JUMS Cadet Clothing record form at the time of turn-in. The school attendance office or school secretary are not the appropriate place for turn-in of uniform items. Cadets run the risk of items being lost or misplaced and will still be financially responsible until they have received the original cadet clothing receipt. Once a fine is paid or the JROTC uniform is fully returned then the instructor will lift the fine and mail the original receipt to the parents/guardians of the cadet

10. LET IV cadets will turn-in their uniforms NLT 15 May of each school year. Failure to turn-in their uniform by this date will result in an immediate fine being placed with the school bookkeeper for the cost of the uniform. Seniors will not be allowed to graduate until they have cleared all fines with the school.

11. Those cadets selected to attend Junior Cadet Leadership Challenge Camp (JCLC) will be issued the Operational Camouflage Pattern and boots during the month of 1 May. These items must be returned immediately after camp as directed by the Army Instructor.

JEFFERY J. MATTHEWS
 FIRST SERGEANT (Retired)
 Army Instructor
 HHS JROTC

Cadet Signature _____ Date _____

Print Name _____

Parent/Guardian Signature _____ Date _____

Print Name _____