



Junior Reserve Officers' Training Corps (JROTC)
General Robert M. Shoemaker High School
3302 South Clear Creek Road, Killeen, TX 76549



JROTC Leadership Education & Training Course Syllabus

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School Year: 26 Aug 2019 - 28 May 2020

JROTC Office: 336-0924

Tutorials: M-F, 0800-0840 on appointment basis.

JROTC Supply Rm: 336-0988

Conference time: please call 336-0900 for an appointment.

JROTC Membership: Each Cadet is required to pay **\$25** for JROTC membership. This payment is due within 30 days of school enrollment. All new cadets are required to pay an additional \$2.50 for a Cadet Service Uniform name tag.

Introduction to Subject

The JROTC program is designed to prepare high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The curriculum is a stimulus for promoting graduation from high school and provides instruction and rewarding opportunities that will benefit the cadet, community and nation. Cadets can compete to participate in Extracurricular Teams such as: Color Guard, Academic Bowl Team, Drill Team, and the Physical Training Team. **Cadets participating in these teams have the opportunity to earn a JROTC Letter Jacket.** Cadets also have the opportunity to participate in the Honor Guard and Saber Guard Teams. Cadets also have the opportunity to participate in adventure training events, which include Land Navigation and an annual week-long JROTC Summer Camp. Upon successful completion of at least 3 years in JROTC, cadets may be eligible for accelerated promotion if they decide to enlist in one of the United States' Armed Forces. Each Service Branch's requirements may differ. *Note: The JROTC program no longer awards graduation cords to graduating JROTC seniors.* This JROTC Policy/Syllabus is subject to change.

Prerequisite enrollment requirements

Course Level Enrollment Requirements

ROTC I	NONE – register for class during registration or arrival on campus
ROTC II	Successful completion of ROTC I, recommended by AI, attain Cadet PFC in JROTC I
ROTC III	Successful completion of ROTC II, recommended by AI, Cadet SGT in JROTC II
ROTC IV	Successful completion of ROTC III, recommended by AI, Cadet SSG in JROTC III

Textbooks/Resources

All required uniform items, textbooks and workbooks are provided by the JROTC Department.

Supplies/Equipment

The following supplies are required and must be brought to class on a daily basis by the cadet:

1. Three ring binder (LET-1)/(1"inch/white) for all handouts/class notes, assignments, etc.
2. Pencils with erasers and a blue/black ink pen
3. Standard notebook paper.
4. **Spiral Notebook for Journal/class notes – must be dedicated to JROTC ONLY**
5. Any other assigned materials.

*Note – Binder and spiral

Wearing of the Uniform

Cadets are expected to wear their uniforms on a weekly basis, usually on Wednesday. Cadets will wear the JROTC uniform and abide by grooming standards in accordance with Army Regulation (AR) 670-1, Cadet Command Regulation (CCR) 145-2, the Shoemaker High School JROTC Uniform policy and Cadet Reference Book Version 6. Please refer to the uniform policy letter published separately for full details.

PHYSICAL FITNESS ACTIVITIES

JROTC training is physically demanding. You will be expected to participate in physical activities, including physical fitness training. Appropriate athletic attire and footwear should be worn during these activities. **Any cadet with a known medical condition or physical limitation that could impact on their ability to participate in physical activities must notify his or her instructor.** For permanent physical limitations, notification should be listed on the required 'JROTC Parental Release and Statement of Health' form which is sent home during the first week of the school year. In the event of an illness or injury that temporarily limits a cadet's physical ability, written notification (a doctor's note) is expected. **It is the cadet's responsibility to insure that they do not violate their physical profile/limitations, regardless of the activity being conducted in class.**

CLASSROOM MANAGEMENT

JROTC classes are conducted in accordance with all KISD, Shoemaker High School, and U.S. Army Cadet Command policies and guidelines, except in those cases where JROTC program structure and organization requires even stricter rules or procedures.

GRADING POLICY

FORMATIVE ASSESSMENTS (40% of Avg): Daily Class Work, Participation, Quizzes, Leadership Lab (Drill), etc. Parents and Cadets should also read Promotion/Awards/Boards SOP & PTSOP.

SUMMATIVE ASSESSMENTS (60% of Avg): Chapter / Section Exams, Writing Requirements, Major Projects, Uniform Inspections, Nine Week Exams

Key Events Dates for School Year 2019-20

28-30 August 2019: uniform issue LET II, III and IV
3 – 6 September 2019: Uniform issue LET I Cadets
10 September 2018: SHS Open House/JROTC Parents Orientation
25 September 2019: Uniform Inspection LET II, III and IV **
2 October 2019: Uniform Inspection for all cadets / First Inspection for LET I Cadets
TBD October 2019: JROTC Individual Cadet Photos
7 November 2019: JROTC Company Level Pictures for Yearbook
11 November 2019: Veteran's Day Parade (**Mandatory Event**)
11 November 2019: School Holiday
25-29 November 2019: School Holiday: Thanksgiving
TBD December 2019: Christmas Parade (**Mandatory Event**)
23 December 2019 - 3 January 2020: School Holiday: Christmas; Return to school 7 Jan 2020
22 February 2020: Military Ball, **Cost TBD – Club Hood (Mandatory Event)**
9-13 March 2020: School Holiday – Spring Break
20 March 2020: Land Navigation Exercise Field Trip w/lunch, **Cost TBD – Graded Event**
3 April 2020: JROTC Awards Ceremony, 6 PM, SHS Auditorium. (**Mandatory Event**)
10 April 2020: School Holiday – Good Friday
27 April - 8 May 2020: Uniform Turn-In
9-12 June 2020: JROTC Cadet Leadership Challenge (JCLC) Summer Camp/Training, **Cost \$25 enrollment/registration**

SHS JROTC UNIFORMS, POLICIES AND PROCEDURES

1. Uniform Responsibility and Maintenance

a. Before cadets are issued JROTC uniforms or equipment, parents or guardians must assume financial responsibility & liability for any loss or damages by signing and returning the attached Memo of Uniform Policy & Procedures and the Letter of Understanding (LOU).

b. **The standard issued JROTC uniform cost:** Loss or damage of any part of the uniform will result in the financial liability to replace the item(s). Failure to return the uniform at the end of the year, or upon exiting the program will result in the submission of a fine statement for the value of the uniform items issued. Failure to pay this fine can result in difficulties obtaining transcripts or graduation diplomas. The following is a list of current uniform item costs. This cost list is subject to change.

<i>ITEM</i>	<i>FEMALE</i>	<i>MALE</i>
<i>Description</i>	Female	Male
Badge, Honor Unit W/ Distinction, HUD Star	\$2.95	\$2.95
Belt Buckle, Female/Male	\$4.42	\$4.42
Belt, Slacks/Trousers Black	\$2.49	\$3.86
Beret, Gray	\$16.46	\$16.46
Coat, ASU Female/Male	\$109.59	\$125.44
Jacket, Utility, windbreaker Black	\$69.60	\$69.60
JROTC Beret Insignia	\$6.75	\$6.75
Neck tab/Necktie Black	\$7.57	\$9.34
Rank Insignia JROTC - Pair	\$4.50	\$4.50
Ribbon Replacement (EA)	\$0.25	\$0.25
Shoes, Dress/Oxford Black	\$40.09	\$46.30
Slacks/Trousers without gold bread ASU	\$65.89	\$47.78
Shirt, Man/Woman, Short Sleeve, Gray	\$19.89	\$18.68
Socks, Dress Black	\$1.30	\$1.30
Torches JROTC (Pair)	\$7.75	\$7.75
Undershirt, White	\$2.93	\$2.93
Unit Crest SHS JROTC	\$2.50	\$2.50
<i>TOTAL</i>	\$364.93	\$370.81

c. During the uniform issue process it is imperative that the cadet try on ALL clothing items and shoes to be sure they fit properly.

d. **The cost of cleaning, laundry, and normal maintenance of uniforms while in the possession of the cadet will be paid by parents/cadet. Cadets must dry clean and return the uniform along with their name tag, ribbons, rank, beret, and shoes at the end of the school year. Failure to dry-clean the uniform will result in a fine for the cost of cleaning.**

e. Any alterations of the uniform without the permission of the ROTC Department are strictly forbidden.

2. Uniform. Issued uniforms are only authorized for wear during official JROTC activities, or in the performance of specific duties or details. **Wearing of the uniform at any other time, without the approval of an Army Instructor is expressly forbidden.** Cadets desiring to wear the uniform in conjunction with a formal or official ceremony or event other than a JROTC activity must get the approval of the AI or the SAI prior to doing so. If such permission is granted, the uniform must be worn properly, with the utmost courtesy and dignity.

a. Cadets are judged by their appearance and the way they look in uniform reflects upon them, the Army, and the Grey Wolves Battalion. Following are some "do's and don'ts" regarding proper wear of the uniform.

- (1) No item of the uniform is ever worn as part of civilian attire.
- (2) Keep your pockets buttoned, and your hands out of your pockets.
- (3) When worn, Class A jackets will be buttoned; windbreakers will be worn with the zipper up to 3/4 from the top of the jacket. At no time will Class A jackets and windbreakers be worn un-buttoned or unzipped.
- (3) Do not loosen the necktie or neck-tab.
- (4) The cap is worn outdoors at all times when in uniform.
- (5) Trousers should be touch the instep of the shoes and cover socks when standing.
- (6) Military standard black leather or patent leather shoes are required for male and female cadets and must be properly cleaned and maintained. Use of 'Edge Dressing' is also strongly encouraged.
- (7) Brass items (belt-buckle, torches, rank, etc.) must be cleaned and shined using Brasso type cleaner.

b. Each cadet is issued a complete 'Class A' /Army Service Uniform (except LET 1 cadets). This uniform includes the following clothing and equipment: Coat, Trousers / Slacks, Grey Beret w/ insignia, Shirt / Blouse, Necktie / Necktab, Shoes**, Belt w/ buckle, Honor Unit w/ Distinction insignia, rank insignia, and all other applicable brass items. **

NOTE: New shoes are only issued with the initial uniform issue during the cadet's 1st year in JROTC.

Replacement of shoes for sizing or damage is the responsibility of the cadet, and at their expense.

c. Cadets must provide at their own expense a clean, white t-shirt (crew-neck collar) and black dress socks. T-shirts cannot have any design, logo, or insignia and must fit properly without extending beyond the uniform shirt sleeve. Socks must extend well above the ankles. Female cadets may wear neutral shades of hose or black socks are permitted to be worn by female cadets with the slacks. No other colors, patterns or textures are acceptable.

d. Designated items of the above clothing and equipment will be the inspection uniform. Cadets may remove the coat for all periods other than JROTC, but **must wear the coat correctly when walking in the halls and transitioning from class to class.** The ASU "Class A" jacket or black JROTC windbreaker will not be worn unbuttoned/unzipped at any time. On uniform/inspection days the complete uniform **MUST BE WORN THE ENTIRE SCHOOL DAY. Failure to wear the uniform DURING THE ENTIRE SCHOOL DAY will result in a reduction of the inspection grade to ZERO and OTHER UNFAVORABLE ACTIONS to include a reduction in rank. The only exception is when cadets must dress out for another school activity; they will change for that activity and then change back into their JROTC uniform upon completion of that activity.**

e. Physical Training is routinely conducted during the second semester of JROTC. On days specified for PT, cadets must change into appropriate clothing for the conduct of PT. As a minimum the cadet must provide suitable shoes, socks, shorts and a t-shirt. All clothing items must be in compliance with the KISD Student Code of Conduct and Dress Code. Cold weather attire such as 'sweats' are also recommended as PT is conducted in these conditions. Failure to dress out for PT will result in a ZERO grade for the day.

f. Special Team uniforms will be issued to authorized cadets as required. These uniforms must be returned at the end of the school year.

3. Uniform Insignia and Accoutrements.

a. Placement of insignia on uniforms will be in accordance with the published 'Cadet Reference' and Cadet Command Regulation 145-2.

b. Brass rank (Cadet Enlisted)/Silver rank (Cadet Officer) will be worn on the Class A jacket. Cloth shoulder boards will be worn on the Class B shirt. Brass JROTC insignia will be worn on Cadet Enlisted berets; Cadet Officers will wear silver rank on their beret.

c. Cadet name tags will be worn on the Class A jacket and on the Class B shirt when worn without the jacket. New SHS cadets will be assessed a \$2.50 fee payable to the school cashier for the purchase of their initial name tag.

c. Shoulder Cords. Shoulder cords will be issued to selected cadets based on their involvement in special teams, academic performance, or assignment to battalion staff positions. The precedence of cords is in accordance with CCR 145-2 and the 'Cadet Reference' book.

(1) When only one cord is authorized, it will be worn on the left shoulder. If two cords are authorized, the cadet will be permitted to wear one cord on each shoulder. The higher precedence cord will be worn on the left shoulder, and the lower precedence cord on the right shoulder. If more than two cords are earned, the cadet may choose which two cords will be worn. **The only exception to this policy is that Battalion Command / Staff Cords will always be worn on the left shoulder.**

4. Inspections

a. Weekly inspections are normally scheduled each Wednesday to enable the military staff to observe the condition of clothing and equipment and to insure high standards of personal appearance. Other military staff or cadet staff (under instructor guidance) may conduct inspections. Uniform deficiency grade penalties are described on the last page of this SOP. **Cadets must stay in the uniform the entire school day unless changing for other activities requiring them to be in that activity's attire during that class period only.** Cadets who leave for an appointment but are returning must be back in the uniform for the remainder of the day.

b. It is each cadet's responsibility to be prepared for inspection each Wednesday. The weekly inspections are a graded event. Failure to be in uniform will result in a grade of zero. A cadet receiving two zeros in one nine-weeks grading period may be reduced in rank and / or considered for removal from JROTC. A cadet that is absent on Wednesday must wear the uniform on their next day of school attendance.

c. Members of the Active Army may make periodic inspections and/or visits throughout the school. During these visits/inspections, cadets are expected to maintain a high degree of military bearing.

5. Appearance

a. **All SHS JROTC cadets are expected to meet requirements for personal appearance per AR 670-1.**

b. Male cadets are required to have their hair cut as often as needed to maintain a neat appearance in accordance with AR 670-1 **whether in or out of uniform.** The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance; hair will not fall over the ears or eyebrows or touch the collar. A block-cut in the back is permitted in a moderate degree, as long as the tapered look is maintained. Braids, 'corn rows', and similarly elaborate hairstyles are not authorized in uniform.

The face will be clean-shaven daily. Individuals not permitted to shave by their parents or physicians must provide a document stating this information to their Army Instructor. If a mustache is worn, it will be kept neatly trimmed, tapered and tidy, and will not present a chopped-off appearance. Male cadets may not wear earrings or other visible piercings while in JROTC class, in uniform or involved in any JROTC-related activity. Male cadets cannot get their ears pierced during the school year due to the required healing time and the need to wear something in the piercing site during the healing process. Wearing bandages to cover piercings is not authorized. Cadets who disregard this policy may be considered for removal from JROTC.

c. Female cadets must wear their hair in a neat and attractive hairstyle that will not interfere with the proper wearing of the cadet headgear. When in uniform, hair cannot touch the bottom of the collar above the back of the neck, and may not show beneath the front of the cap. Hair barrettes, if used, must be transparent or similar in color to the hair, and will be inconspicuously placed. **Beads or similar ornamental items are not authorized.**

Female cadets are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with the uniform as long as the color is conservative and compliments the uniform. **Decorative nails with designs, extensions or appliqués are not authorized when wearing the uniform. Female cadets may wear single earrings in each ear when not in uniform** located in the conventional position in the ear lobe. **Cadets may not wear multiple earrings in any ear, nose piercings, tongue piercings, or other visible piercings while in JROTC class in our out of uniform or when involved in any JROTC-related activity. Wearing bandages to cover piercings is not authorized.** Cadets who disregard this policy may be considered for removal from JROTC. Female cadets may not wear any piercings of any type if attending JROTC Summer Camp.

UNIFORM INSPECTION GRADE DEDUCTIONS

The cadet's uniform inspection grade is a maximum of 100% per inspection. Weekly inspections count as the equivalent of TWO exam grades, so they provide the primary means of achieving high grades in JROTC. The list below explains the amount of grading penalty for common inspection deficiencies. **Any cadet who earns a failing grade during the weekly inspection may be required to wear the uniform again for re-inspection at a later date during the week.**

<u>UNIFORM DISCREPANCY</u>	<u>DEDUCTION (%)</u>
HAIR NOT IN ACCORDANCE WITH AR 670-1 AND/OR DOES NOT ALLOW PROPER WEAR OF HEADGEAR	-50
PANTS NOT HEMMED / IMPROPER HEM / SAGGING	-30
NO SHAVE / IMPROPERLY SHAVEN	-30
IMPROPER PIERCING(S) (EYEBROW/NOSE/LIP/TONGUE/EAR)	-30
IMPROPER NAIL POLISH (COLOR/STYLE/DESIGN/LENGTH)	-30
NO HAT / NO BELT / NO NECK-TAB / NO NECK-TIE (EACH)	-20
WRONG COLOR / TYPE SOCKS OR T-SHIRT (EACH)	-20
MISSING JROTC INSIGNIA/BRASS ON COAT / HEADGEAR (PER ITEM)	-20
INAPPROPRIATE OR IMPROPERLY PLACED TATTOOS	-20
EXCESSIVE WRINKLES ON UNIFORM	-20
EXCESS SCUFFS, MARKS, ETC. ON SHOES	-20
NOT WEARING AUTHORIZED RIBBONS	-20
WRONG STYLE / TYPE / NUMBER EARRINGS (EACH)	-15
DIRTY SHOES / NO EDGE DRESSING	-10
DULL OR TARNISHED BRASS (EACH)	-10
ALIGNMENT OF BRASS, RIBBONS, NAMEPLATE, ETC. (PER ITEM)	-5
RIBBONS DIRTY, TORN, FRAYED, ETC.	-5
RIBBON MISSING FROM BAR(S) (PER ITEM)	-5
MISSING BUTTON (PER ITEM)	-5
STAIN(S) ON UNIFORM (EACH)	-5
'GIG LINE' ALIGNMENT ERROR	-5
OTHER MISCELLANEOUS DEFICIENCY (LINT, ETC.) (EACH)	-5

Fees: After the initial \$25 for JROTC Club dues – there are additional fees for each event – Land Navigation Day – Cost TBD, Military Ball – Cost TBD, or any other fun trip (if conducted). Additionally, cadets may purchase a Battalion T-shirt, cost TBD. The T-shirt may be worn the last Wednesday of each month in lieu of their uniform when authorized.

There are eight forms in addition to the cover sheet attached to the end of the syllabus. These forms require parents and cadets signature. Once forms are signed & completed, please return to the cadets Army Instructor within five school days.

This school year we embark on another exciting journey in the Grey Wolves Battalion with expectations of greater accomplishments. We sincerely thank all parents/guardians in advance for your outstanding support to the SHS JROTC program.

“Run with the Pack... and Howl at the Moon!!”



Junior Reserve Officers' Training Corps (JROTC)
General Robert M. Shoemaker High School
3302 Clear Creek Road, Killeen, TX 76549



Read the following eight (8) forms thoroughly before completing and signing each form. Forms are to be completed using either black or blue ink only. Complete and return the attached forms within five school days after receiving.

Note – Black/blue ink only

- _____ 1. Cadet Personal Data Entry Form – SY 2019-20 “No signature required”
- _____ 2. JROTC Disenrollment Criteria “Requires both parent/guardian and cadets signature”
- _____ 3. Acknowledgement of SHS JROTC Uniform Policy and Procedures “Requires both parent/guardian and cadets Signature”
- _____ 4. Parent/Guardian Letter of Understanding (LOU) “Requires both parent/guardian and cadets signature”
- _____ 5. KISD Student random Drug Testing Consent Form “Parent/Guardian signature only”
- _____ 6. Shoemaker High School JROTC Policy Letter – Student Activity Fund “Requires both parent/guardian and cadets signature”
- _____ 7. Shoemaker High School JROTC Policy Letter – Letter Jackets “Requires both parent/guardian and cadets signature”
- _____ 8. Shoemaker High School JROTC Policy Letter – Uniform Deficiencies Point System “Requires both parent/guardian and cadets signature”

Run with the Pack... and Howl at the Moon!!

Cadet Personal Data Entry Form – SY 2019-20

Last Name: _____ First Name: _____ MI: _____
 ID: _____ Birth Year: _____ Birth Month: Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec
 Gender: Male Female Race: _____ Status: ACTIVE
 Street: _____ Apartment: _____
 City: _____ State: TX Zip: 7654 _____
 Cadet Home Phone: (____) _____ Cadet Cell Phone: (____) _____
 Home Phone Listed: Yes No Cadet's E-Mail: _____
 School Year (Grade Level): 9 10 11 12
 Expected Graduation Year (Circle): 2020 2021 2022 2023

Parent/Guardian Information**PARENT ONE**

Relationship: _____ Legal Residence: Yes No
 Street: _____ Apartment: _____
 City: _____ State: _____ Zip: _____
 Parent Home Phone: (____) _____ Parent Work Phone: (____) _____
 Parent Cell Phone: (____) _____
 Home Phone Listed: Yes No Parent Email: _____

PARENT TWO

Relationship: _____ Legal Residence: Yes No
 Street: _____ Apartment: _____
 City: _____ State: _____ Zip: _____
 Parent Home Ph.: (____) _____ Parent Work Ph.: (____) _____
 Parent Cell Phone: (____) _____
 Home Phone Listed: Yes No Parent Email: _____

COMPLETE AND RETURN WITHIN 5 DAYS OF RECEIPT**Note – Black/blue ink only**

JROTC DISENROLLMENT CRITERIA

In accordance with US Army Cadet Command Regulation 145-2, Paragraph 3-17, a cadet can be removed from the JROTC program (disenrolled) for violating the enrollment standards by any of the actions or conditions as described in the excerpt from CCR 145-2 contained below:

At the discretion of the SAI, and with the approval of the school's administration, a cadet will be removed from JROTC.

In all cases, a cadet will be considered for disenrollment when he or she--

- (1) Withdraws from school.
- (2) Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.
- (3) Fails to keep an acceptable standard of academic achievement across all subjects, conduct, appearance, or attendance.
- (4) Exhibits undesirable character traits, such as--
 - (a) Lying, cheating, or stealing.
 - (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.
- (5) Failure to maintain the requirement for enrollment IAW Paragraph 3-11.
- (6) Exhibits 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 due to religious reasons or other circumstances that prevent them from reciting it, 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 from the program.
- (8) Substantiated cases of discrimination, harassment, and bullying based on race, religion, color, gender, sex, marital status, political affiliation, physical ability, national origin, and sexual orientation. This includes all forms of communication through verbal, non-verbal, electronic media, and social media.

Call the SHS JROTC office at 336-0924 if you have questions about these criteria.

WE HAVE READ THE DISENROLLMENT CRITERIA DESCRIBED ABOVE:

PARENT / GUARDIAN PRINTED NAME: _____ DATE: _____

PARENT / GUARDIAN SIGNATURE: _____

CADET PRINTED NAME: _____ DATE: _____

CADET SIGNATURE: _____

COMPLETE AND RETURN WITHIN 5 DAYS OF RECEIPT

Note – Page requires signatures (Black/blue ink only)

MEMORANDUM FOR: All SHS JROTC cadets and their Parents / Guardians

SUBJECT: Acknowledgement of SHS **JROTC Uniform Policy and Procedures**

CADETS WILL NOT BE ISSUED UNIFORMS UNTIL THIS FORM, AND ALL REQUIRED JROTC ENROLLMENT DOCUMENTS, ARE PROPERLY COMPLETED AND RETURNED TO THE CADET'S ARMY INSTRUCTOR

By our signatures below, we acknowledge receipt of the SHS JROTC Uniform Policy Memo and agree to comply with the instructions pertaining to:

Wearing of the uniform
Hair, Grooming and Personal Appearance
Issued Uniform Items
Items Requiring Purchase
Uniform Alterations
Uniform Cleaning / Maintenance
Physical Training Uniform & Shoes
Special Team Uniforms
Replacement Costs and Fine Procedures

We further understand that failure to wear the uniform on a weekly basis, or refusal to comply with the instructions of this policy, may be grounds for removal from JROTC and will likely result in a failing grade and loss of credit for the JROTC course.

CADET'S NEATLY PRINTED NAME: _____

CADET'S SIGNATURE: _____ DATE: _____

PARENT / GUARDIAN NEATLY PRINTED NAME: _____

PARENT/GUARDIAN 'S SIGNATURE: _____ DATE: _____

**Retain your copy of this SOP and return ONLY the completed and signed cover sheet.
Call the JROTC Office at 336-0924 if you have any questions about this memo or policy.**

COMPLETE AND RETURN WITHIN 5 DAYS OF RECEIPT

Note – Page requires signatures (Black/blue ink only)

General Robert M. Shoemaker High School
Junior Reserve Officers' Training Corps (JROTC)
3302 Clear Creek Road, Killeen, TX 76549

Letter of Understanding (LOU)

To: SHS Parents and Cadets of the Grey Wolves Battalion

1. Responsibilities outlined in this letter are designed to ensure parents and cadets to have clear understanding of cadet standards, policies, and procedures that all cadets must adhere to while a cadet in the Grey Wolf Battalion. Failure to maintain acceptable standards could result in "cadet being removed from JROTC for cause". Prior to disenrollment or removal from the JROTC program parent will be notified of cadet's deficiencies and given a reasonable amount of time to assist in having the cadet correct their deficiencies. Cadet will be counseled and notified in writing of their deficiencies. Counseling will include a plan of action to correct the deficiencies and possible disciplinary actions that the cadet could face if deficiencies are not corrected or continues. At the discretion of the SAI, and with the approval of the school's administration, a cadet will be removed from JROTC.
2. In accordance with US Army Cadet Command Regulation 145-2, Paragraph 3-17, a cadet can be removed from the JROTC program (dis-enrolled) for violating the enrollment standards by any of the actions or conditions as described in the excerpt from CCR 145-2 contained in the enrollment packet.

Parent/Cadet ____ / ____: Cadets are expected to recite the Pledge of Allegiance whether in JROTC class or during any other class or occasion. It is expected of cadets to render proper honors to our country during the Pledge of Allegiance and the National Anthem and to respect Moments of Silence in or out of uniform.

Parent/Cadet ____ / ____: failing to attend classes other than when signed out by parents or absent from school

Parent/Cadet ____ / ____: failure to comply with KISD, SHS or JROTC policies and procedures

Parent/Cadet ____ / ____: failure to comply with instructions given by JROTC instructors or teachers, or being disruptive during the learning process

Parent/Cadet ____ / ____: failure to comply to corrective training (used to correct violations of KISD, SHS and JROTC policies) given by an Army Instructor could result in the loss of rank/position

Parent/Cadet ____ / ____: faddish hairstyles are not authorized while in or out of uniform by any cadet (male or female)

Parent/Cadet ____ / ____: hair colors/highlights that are not allowed include: neon, red/reddish, pink, purple, yellow, Green, blue, or any other unnatural color in our out of uniform.

Parent/Cadet ____ / ____: female cadets must wear their hair in a neat and attractive hairstyle that will not interfere with the proper wearing of the cadet's beret. Hair cannot fall below the bottom portion of the shirt/coat collar and may not show beneath the front of the beret

Parent/Cadet ____ / ____: hair barrettes/scrounges, if used, must be transparent or similar in color to the hair, and will be inconspicuously placed.

Parent/Cadet ____ / ____: lipstick and nail polish colors that are not authorized while in uniform include neon, red/reddish, pink, purple, yellow, green, blue or white; also decorative nails with designs

Parent/Cadet ____ / ____: female cadets may not wear multiple earrings in any ear or other visible piercings (face, nose or tongue) **during JROTC class while in or out of uniform, or any time in uniform when involved in any JROTC-related activity.** Wearing bandages to cover piercings is not authorized.

Run with the Pack... and Howl at the Moon!!"

Parent/Cadet ____ / ____: male cadets are required to have their hair cut as often as needed to maintain a neat appearance **in our out of uniform**. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance; hair will not touch or fall over the ears or eyebrows or touch the collar. Braids, 'Corn rows', Mohawks and similarly elaborate hairstyles are not authorized.

Parent/Cadet ____ / ____: The face will be clean-shaven **in or out uniform**. Individuals not permitted to shave will require documentation from their physician; however, facial hair must be IAW AR 670-1 and CCR 145-2

Parent/Cadet ____ / ____: Male cadets who fail to shave and do not have a profile/documentation from their physician could result in the loss of rank/position

Parent/Cadet ____ / ____: Male cadets may not wear earrings or other visible piercings during JROTC class any JROTC-related activity or at any time while **in our out of uniform**. Wearing bandages to cover piercings is not authorized.

Parent/Cadet ____ / ____: Parents of cadets that violate these policies will be notified that their cadet will not be allowed to wear the JROTC uniform until violations are corrected and will receive a zero for any missed uniform inspection(s) due to cadets' failure to correct deficiencies.

Parent/Cadet ____ / ____: Parents of cadets must understand that a cadet must stay in the uniform the entire school day **unless changing for other activities requiring them to be in that activity's attire during that class period only**. Cadets who leave for an appointment but are returning must be back in the uniform for the remainder of the day. Cadets who are out of uniform for any part of an inspection day will receive a zero for the inspection unless they meet the exceptions noted in this paragraph.

Parent/Cadet ____ / ____: Cadets that fail to wear their uniform on inspection day will receive a Zero/0 and notes will be recorded in JUMS by their instructor; cadets have four school days to make up any missed uniform inspection; **cadets who fail to make up any uniform inspection will receive a Zero/0 for an inspection grade and will be placed in an unfavorable status.**

Parent/Cadet ____ / ____: Parent and Cadets must review and understand the uniform grading policy and point system enclosed on page 6 of this syllabus and the policy letter at the back (form #9 to be returned).

Parent/Cadet ____ / ____: Cadets must understand they cannot wear ear-buds in uniform while walking to / from the campus or while on the campus or any other KISD facility.

3. I have read and understand the requirements outlined in this letter:

Date: _____

Parents Name Print: _____

Parent Signature: _____

Cadet's Name Print: _____

Cadet's Signature: _____

Run with the Pack... and Howl at the Moon!!

COMPLETE AND RETURN WITHIN 5 DAYS OF RECEIPT

Note – Page requires signatures (Black/blue ink only)

KILLEEN INDEPENDENT SCHOOL DISTRICT
STUDENT RANDOM DRUG TESTING CONSENT FORM FOR
EXTRACURRICULAR ACTIVITIES OTHER THAN ATHLETICS

The Student Random Drug Testing Policy is available via the Internet. It may be found at the KISD web site (killeenisd.org). Click on Students and Parents; Student Random Drug Testing Policy. If you do not have Internet access, or if you wish to have a hard copy of the Student Random Drug Testing Policy, you can request a copy directly from your student's Campus Drug Testing Coordinator.

TO BE COMPLETED BY THE STUDENT

I understand the KISD policy concerning student random drug testing for school year **2019-2020**. I consent to being included in the group from which students may be randomly selected for drug testing.

Student Name (PRINT) _____ ID# _____

Signature of Student _____ Date _____

TO BE COMPLETED BY THE PARENT/GUARDIAN

I am the parent or guardian of the above named student and understand the KISD policy concerning student random drug testing for school year **2019-2020**. I give consent for my son/daughter to be included the KISD student random drug testing. I further understand that if my child is 18 years old, my consent is not required.

OPTIONAL (Providing the following information about prescriptions is optional)

Parent: If my child is taking a prescription medication on a regular basis, I have checked YES, below.

YES _____ NO _____

18 year old student: If I am taking a prescription medication on a regular basis, I have checked YES, below.

YES _____ NO _____

Signature of parent/guardian or 18 year old student consenting to random drug testing:

_____ **Date** _____

HIGH SCHOOL STUDENTS: Athletes: This form is to be used only if you have not completed the consent form given to you by your trainer or coach. Return signed form to your trainer. **Students in other extracurricular activities:** Return signed form to your JROTC INSTRUCTOR at the beginning of the school year or to your activity sponsor if the activity begins practices in the summer before school starts.

COMPLETE AND RETURN WITHIN 5 DAYS OF RECEIPT
Note – Page requires signatures (Black/blue ink only)