

ST ALBANS HIGH SCHOOL
UNITED STATES MARINE CORPS
JROTC

CADET HANDBOOK

A guide for parents and cadets

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SECTION 1 GENERAL INFORMATION

The Goals of the JROTC Program

1. To develop informed and responsible citizens.
2. To strengthen character and practice leadership skills.
3. To promote an understanding of the elements and requirements for national security.
4. To form habits of self-discipline.
5. To develop respect for and understanding of the need for constituted in a democratic society.

1001. Honor Code.

1. The development of character and integrity is the basic objective of the JROTC Program. The Honor Code is the foundation upon which the program is built. The principles upon which the Code is founded are that a:

Cadet does not lie, cheat or steal nor tolerate those who do.

The Code requires integrity in both word and deed from all members of the Corps of Cadets. Violations of the Code can result in disenrollment from the program.

2. All Cadets are presumed to be ladies and gentleman and shall be so treated. Cadets are expected to conform to school regulations and act in a manner that sets a positive example to other students, teachers, and the community.

1002. Student Eligibility.

1. To be eligible for enrollment and continuance in the MJROTC program the student must:
 - a. Be enrolled in and attending Saint Albans High School.
 - b. Be a citizen of the United States or a U. S. National.
 - c. Be of good moral character as determined by the principal and the instructors.
 - d. Be physically qualified to participate in the JROTC physical fitness program.
 - e. Comply with the grooming standards and rules outlined in this handbook.

1003. Student Benefits.

1. Successful completion of two semester credits of MCJROTC as indicated by the school transcripts, the MCJROTC Leadership Education Certificate, other official documentation, or recommendation by the Senior Marine Instructor, may entitle the student to the following:
 - a. Upon enlistment in the United States Marine Corps, or USMC Reserve, enlistees who have completed two semester credits of MJROTC will be appointed to the rank of private first class (E-2) effective the date of enlistment.
 - b. Upon enrollment in a college ROTC program, the cadet may be entitled to credit for 1 year of basic ROTC by the college attended.
 - c. All branches of the armed forces afford similar benefits to students completing a JROTC course, however, in some instances the grade of E-3 may be possible with four years of JROTC.
 - d. Enhancement of the possibility for a college ROTC scholarship or appointment to one of the service academies. **(GPA of 3.5 and 3.8 respectively)**
 - e. Experience has shown that civilian employers place a premium on JROTC training. The individual who includes JROTC experience on their job application has a decided advantage. The SMI maintains a complete file on JROTC participation and awards.
 - f. Participation in the JROTC program does not in any way cause the member to incur any military obligation.

1004. Disenrollment from JROTC.

1. A cadet will be disenrolled as a determination by the principal and Senior Military Instructor. Reasons for disenrollment include:
 - a. Withdrawal from school.
 - b. Becomes physically unable to participate in required training.
 - c. Shows ineptitude for military training, as demonstrated by lack of adaptability.
 - d. Fails to maintain an acceptable standard of academic achievement or conduct.
 - e. Shows undesirable traits of character as demonstrated by lying, cheating, stealing, and use of drugs, frequent incidents of a discreditable nature with school or civil authorities.
 - f. Shows lack of interest in military training as demonstrated by frequent absences, misconduct or failure to wear the uniform as prescribed.

SECTION 2 CURRICULUM

2000. General

1. The course is entitled Leadership Education. It offers a four semester credit program (LE-1 through LE-4) with 180 hours of instruction in five sub-course areas each year. Those sub-courses are: Leadership, Health, Physical Fitness, Marksmanship, Drill and Ceremony and Military Orientation (includes military history). The grade levels are progressive and Cadets enter at the LE-1 level.

2001. Course Content.

1. Leadership training:
By far the most important course. It contains the elements of leadership traits, principles and techniques, communication skills, human relation skills and self-study. Various student billets provide opportunities to apply these skills.
2. Health and Fitness:
A basic and necessary course for any military oriented organization. The course is designed to instill in the Cadets a desire for and the knowledge required to enable them to pursue and maintain a healthy lifestyle. This is accomplished through classes and participation in physical fitness (*running, pull-ups, push-ups, abdominal exercises, yoga, and calisthenics*), diet, hygiene, and stress management. As stamina and endurance increases, the distance covered during the runs will gradually increase. Cadets will never be pushed beyond their limits; safety is our primary consideration in all physical fitness training.

3. Drill:
A basic course which includes a variety of marching maneuvers designed to teach unit cohesiveness, discipline, pride and physical bearing.
4. Marksmanship:
Teaches firearm safety and basic skills in rifle marksmanship. Cadets will fire the Daisy Air Pellet rifle.
5. Military Orientation:
Introduces military customs, courtesies, history and traditions as well as basic military subjects. The Cadet is taught the national security structure and its relationship in the civilian community.
6. Community Service:
Encourages the Cadets to constructively participate in projects beneficial to the well being of the school and community. Examples: Color Guard, Parades, Food Drives, School and Community Services Projects.

2002. Academic and Grading Policy.

1. The JROTC program is an elective course and is voluntary. A large part of the Cadet's grade is based on participating in daily classroom activities and practical applications (drill, physical fitness training and community service). Most of these activities are action oriented and built around group learning situations making it difficult for a Cadet to make up for missed work. Daily attendance is critical for success. The grade for each reporting period will be determined by a weighted grading system:

Participation, Effort, Attitude and Conduct	30%
Academics (Test/Quiz grades)	20%
Final Exam	20%
Uniform Inspection/Drill	20%
Physical Fitness	10%

As you can see, 60% of the grade results from action-oriented activities. A positive and engaged attitude drives the grade.

2. Community service is a major objective of the JROTC program. As an incentive to participate each cadet can earn extra percentage points for each hour of JROTC approved service. Cadets represent the JROTC program, St Albans High School and the United States Marine Corps and must present themselves as professionals at all times. All community service activities are supervised by a teacher.

2003. Cadet Leadership Camp(s) (CLC).

1. These camps are voluntary and usually occur immediately following the end of the school year (during the summer break). The camps vary from year to year and can be a field trip to Washington D.C., a local outdoor overnight classroom trip, adventure training (New River Gorge Boy Scout Camp) or a trip to a USMC training base. The trips are sponsored and paid for by the USMC. They can last between 2-5 days. The CLC is the culminating event for the JROTC program and provides cadets with the opportunity to either practice the skills learned throughout the year or see firsthand our government in action. While it is our desire to allow all cadets the opportunity to participate in the CLC, fiscal resources sometimes limit the number of cadets who may participate. Should this occur, selection for the trips will be based on cadet participation during the year, conduct, and academic standing in all classes. Details of the CLC are provided during March.

SECTION 3 PROGRAM OF INSTRUCTION

3000. Training Schedule.

Monday: Academics in the Classroom

Tuesday: Physical Fitness Training or Health Classes

Wednesday: Academics in the Classroom

Thursday: Drill and Uniform inspection (**Wearing of the uniform is MANDATORY**)

Friday: Physical Fitness Training or Health Classes

1. A weekly training schedule is available on the bulletin board. It is the responsibility of the Cadet to read the information provided. Cadets will bring a notebook, a writing utensil and any other material required each day of academic instruction. The uniform is required to be worn on Thursdays.

3002. Physical Training (PT).

1. PT sessions most often consist of a series of calisthenics exercises followed by concentrating on the events that make up the Marine Corps Physical Fitness Test (pull-ups, crunches and a run). Weightlifting, aerobics and other varieties of physical activities such as basketball, volleyball, flag football, yoga and other team oriented sports are incorporated into the program to provide as much variety as possible. **Physical fitness is a major part of the JROTC program and participation is mandatory.** PT uniforms consisting of USMC logo shorts, t-shirt and sweat gear (issued by the USMC)

are the required uniform.

2. **Cadets must have a lock to secure their personal effects during the class.**

3003. Weekly Uniform Inspections.

1. Weekly inspections are on Thursday. The purpose is to develop a high standard of Military appearance in the cadet and ensure the proper care and maintenance of the uniform. The Cadets may wear their uniforms to and from school. **On uniform day it is mandatory that the uniform be worn ALL DAY. Failure to wear the uniform will result in a zero for the day.** During the weekly inspection cadets, we receive a grade on their personal appearance and their knowledge of basic military subjects taught during the week. If a cadet fails to wear the uniform for inspection, a makeup inspection will be held on Friday or the first day a Cadet returns to class following an excused absence.

3004. Drill Team

1. The Drill team is voluntary. Practices are normally held after school and will conclude no later than 4:30 pm. The team participates in various ceremonies, parades and civic events and competes against other schools in drill competitions.

3005. Color Guard.

1. The Color Guard is voluntary and is formed from cadets who routinely participate in JROTC extracurricular activities. The Color Guard represent the United States Marine Corps, the Corps of Cadets, and St Albans High School. They perform at numerous events throughout the school year. Our colorguard is in great demand within the community and being a member is a both large responsibility and an honor. Practices are normally held after school and will conclude no later than 4:30 pm.

3006. Rifle Team.

1. The rifle team is voluntary and is comprised of a competitively selected group of shooters. They compete against other military JROTC teams from across the state in NRA approved air rifle competitions. The program furnishes all rifles and equipment. Marksmanship safety and skill development are the primary focus in all practices and competitions. Both the NRA and the CMP (Civilian Marksmanship Program) certify the instructors.

SECTION 4 UNIFORMS AND APPEARANCE

4000. General.

1. The military uniform denotes an association with a long line of men and women who have faithfully served and died for our country. With the exception of the MJROTC patch on the left sleeve, the Cadet wears the same uniform as an active duty Marine. Uniform policy is based on current Marine Corps regulations with minor modifications. **Cadets are expected to meet Marine Corps standards for grooming and appearance and to wear the uniform properly.** Appearance in and out of uniform is a reflection of one's pride and self-discipline. It is the responsibility of each Cadet to meet established standards. Senior ranking Cadets are responsible for bringing uniform discrepancies to the attention of those not meeting the acceptable standards.

4001 Uniform.

1. All uniforms and accessories are provided (loaned) to the cadets by the USMC. The individual Cadet is responsible for the care of all uniforms and will be held financially responsible for any item not returned at the end of the school year.
2. The primary uniform will be the camouflage utilities. This is a wash and wear uniform and the cadet is responsible for laundering. Dependent upon the participation of the individual Cadet in various program activities (Drill Team/Color Guard) additional dress uniforms may be issued.
3. Uniforms will be worn in accordance with Marine Corps Regulations. Cadets will be instructed how to wear and care for the uniform immediately upon entering the program.
4. Shoes and brass will be appropriately maintained.
5. Alterations of any uniform is unauthorized, except as permitted by the staff and will be paid for by the program.
6. No part of the uniform will be worn with civilian clothing and the uniform will be worn only for JROTC sponsored activities.
7. Physical Training uniforms are mandatory on PT days. If injured or ill, the Cadet will be excused from participating but will still attend class in the proper uniform.

4002. Appearance.

1. Male Cadets will be clean-shaven At All Times while in the JROTC Program.
2. Haircuts for male Cadets will be tapered, neatly trimmed and evenly graduated from 0 to

3 inches. Hair will not touch the ear nor interfere with the wearing of the military headgear. Grooming must be in accordance with current USMC policies posted in the classroom. Proper Haircuts are required at all times while in the JROTC Program.

3. Hairstyles for female Cadets, when in uniform, must be pinned or arranged so that it will not touch the collar nor interfere with the wearing of the military headgear.
3. Cadets may wear jewelry to compliment their civilian attire with the following exceptions: **males in the JROTC classroom will not wear Earrings, gauges, or other piercing while enrolled in the program.** There are no exceptions to this policy. Do not have ears pierced during the semester while you are in the JROTC program. While in uniform jewelry is limited to watch, class ring and, in the case of females **one** gold post type earring per ear.
4. Makeup for female cadets while in uniform will be in accordance with USMC regulations.

SECTION 5 CONDUCT AND COURTESY

5000. General

1. At all times members of the Corps of Cadets are to conduct themselves in a manner that reflects honor and credit upon the individual, their parents, St Albans H.S., and the United States Marine Corps. Cadets are expected to "**set the example**" for the rest of the student body. This conduct should be readily apparent at all school functions and athletic events.

5001. Classroom Conduct

2. All Cadets will be on time for class.
3. Cell phones are not authorized in class. Cell phones are to be stored out of sight (pocket, handbag, and locker).
4. When the Tardy Bell rings, cadets will stand at attention at the side of their assigned seat.
3. The class leader will be responsible for calling roll. When a cadet responds they will report here Sir/ Ma'am as appropriate.
4. For all periods of academic instruction, the cadet will be required to bring to class a notebook and a writing utensil.
5. Cadets will remain attentive and not talk unless recognized first by the instructor.

6. If a cadet becomes sleepy during class, they will stand and move to the back of the classroom until able to return to their seat and remain attentive.

5002. General Rules of Conduct

1. The SHAS Red Book (available on line only) is the guide for conduct and school rules. In addition to the red book, the following rules apply:
 - a. All Cadets will address all other faculty members and staff as Sir or Ma'am except for the Lieutenant Colonel and the Master Sergeant.
 - b. All Cadets must be responsible for their personal items.
 - c. No gum chewing in class.
 - d. Do not sit on tops of desks or tables.
 - e. Cadets are not to enter the JROTC office or use the phone unless they have received permission from the instructors.
 - f. Instructor desks and office spaces are off limits to cadets.
 - g. Cadets are responsible for raising and retiring the Colors (American flag) every day. Cadets will always treat the National Colors (American Flag) with dignity and respect. Cadets will stand at the position of attention when reciting the Pledge of Allegiance.
 - h. SOCIAL MEDIA EXPECTATIONS: Cadets will NOT post any inappropriate posts to any social media platform. We define inappropriate as pictures and posts of a sexual nature, threatening posts to other students (cyberbullying), or any other posts that would embarrass you, your parents, the JROTC program, and Saint Albans HS.

5003. Military Courtesy

1. Cadets will render the proper courtesy to all officers of the U.S. Armed Forces.
2. Cadets will be instructed in the correct ways to address superiors, peers and subordinates.

SECTION 6 PROMOTION – AWARDS - LEADERSHIP

6000. General

1. The promotion and awards system in the JROTC program recognizes individual Cadets who demonstrate superior performance as students and as members of the Corps of Cadets. In selecting a Cadet for promotion or leadership position, the following factors will be taken into consideration: Academic record, military bearing and knowledge, physical fitness, attitude, and community service (unless you have a full-time job).
2. Promotion brings certain rights and privileges to the individual Cadet. Most of all, it requires the acceptance of increased responsibility. Cadets must be passing all their academic classes to be considered for promotion.
3. All promotions are temporary in nature. Retention of rank is dependent upon the Cadets willingness to maintain the standards and conduct required of the rank attained.

6001. Promotion Procedures

1. A promotion board chaired by the instructors and designated senior cadets will meet periodically to select those Cadets best qualified for promotion. **You must pass all of your classes. No suspensions or other disciplinary actions are also requirements.** Meritorious Promotions may be made for outstanding performance at any time as approved by the SMI or MI.
2. All Cadets eligible based on time in the program and their time in current rank will be considered for promotion to the next higher rank. Counseling will be required prior to promotion.
4. Promotion lists will be published and appropriate promotion ceremony held.
5. All promotions will have a probationary period.

6002. Eligibility Criteria

Immediately following a cadets first promotion he/she will be counseled regarding the criteria for each subsequent promotion. The requirements for promotion to each rank are posted in the classroom and are available upon request.

Personnel Inspection Checklist

Name _____ Platoon _____ Squad _____ Date _____

Points for each category to be inspected determined by inspector.

1. _____ **Cover:** Ironed and squarely on head, no hair showing in front of cover and clean.
2. _____ **Hair:** Neat in appearance, tapered and not touching collar or ears, or interfering with the proper fit of the cover. (Colored pins, or clips for hair are not allowed. Bobby pins are strongly suggested).
3. _____ **Facial Appearance:** Clean shaven, sideburns and mustache within regulation (male). Moderate makeup with subdued colors (female).
4. _____ **Shirt:** Cleaned and pressed, proper rank displayed.
5. _____ **Belt:** Clean, aligned with the opening seam in the trousers, and with a 2-4 inch overlap of the free end of the belt.
5. _____ **Trousers/Skirt:** Utilities must be clean and the boots must be bloused with blousing bands with no shoestrings visible. Woman's skirt hemmed 1 inch above to 1 inch below knees.
6. _____ **Boots/Shoes:** Fully laced with strings tucked in boot and worn with USMC issued socks.
7. _____ **General:** All buttons buttoned, hands clean, nails trimmed and clean, no Irish pennants, pockets empty.
8. _____ **Military Bearing:** Favorable impression presented in carriage, appearance and conduct; one ring, one band bracelet. Female: Post earrings, **No bright colored makeup** or unusually nontraditional dyed hair (wild colors). Males are not authorized to wear earrings or other visible piercings in the class at any time.

LEADERSHIP TRAITS/PRICIPLES

This following acronym is an easy way to recall from memory the 14 Leadership Traits.

JJ DID C BLUE KITE

- Justice - The quality of being impartial and consistent in exercising command.
- Judgment - The quality of weighing the facts and possible solutions on which to base sound decisions.
- Decisiveness - Ability to reach decisions promptly and to announce them in a clean, forceful Manner.
- Integrity - Uprightness of character and soundness of moral principle, absolute Truthfulness and honesty.
- Dependability - The certainty of the proper performance of duty.
- Courage - A mental quality that recognizes fear of danger or criticism but enables a man to proceed in the face of it with calmness and firmness.
- Bearing - Creating a favorable impression in carriage, appearance, and personal conduct At all times.
- Loyalty - Faithfulness to country, Corps, and unit, and to your seniors and subordinates.
- Unselfishness - Avoidance of providing for ones comfort and personal advancement at the Expense of others.
- Endurance - The mental and physical stamina measured by the ability to stand pain, fatigue, Distress and hardship.
- Knowledge - Acquired information, including professional knowledge and an understanding Of your men.
- Initiative - Seeing what has to be done and commencing a course of action, even in the In the absence of orders.
- Tact - The ability to deal with others without creating offense.
- Enthusiasm - The display of sincere interest and exuberance in the performance of duty.

Leadership Principles

1. Be technically and tactically proficient.

2. Know yourself and seek self-improvement.
3. Know your men and look out for their welfare.
4. Keep your men informed.
5. Set the Example.
6. Insure that the task is understood, supervised, and accomplished.
7. Train your men as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

Marines Hymn

**From the Halls of Montezuma,
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title of
UNITED STATES MARINE.**

**Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far off foreign lands
And in sunny tropic scenes;
You will find us always on the job;
THE UNITED STATES MARINES**

**Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve;
If the Army and the Navy
Ever look on heaven's scenes
They will find the streets are guarded by
United States Marines**