

Ridge Point High School

**Marine Corps Junior  
Reserve Officers' Training Corps**



Cadet Handbook (2018-2019)

Cadet: \_\_\_\_\_

LE: \_\_\_\_\_

Class Period: \_\_\_\_\_

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## Requirements for Eligibility

### **Enrollment Requirement**

To be eligible for enrollment and continuance in a MCJROTC unit, the student must:

- a. Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
- b. Be a citizen of the United States or U.S. National or alien lawfully admitted to United States for permanent residence or have discussed with the MCJROTC staff and in a grade above the 8th grade.
- c. Be of good moral character as determined by the principal of the school and the Senior Marine Instructor or Marine Instructor.
- d. All cadets will have to attain a current sports physical and deemed physically qualified to participate in the school's physical education program. Current annual school physical evaluations, as stated above, are mandatory for cadet participation in the program.
- e. **All LE 3 and LE 4's MUST JOIN A SPECIAL TEAM or they will be placed in one or have their schedule changed.**

### **Disenrollment**

Cadets may be removed from the MCJROTC Program for the following reasons:

- a. Academic Failure – You must pass MCJROTC in order to remain a part of it. However, removal from the program is not automatic. Each case is reviewed and handled separately.
- b. Disciplinary issues – Students who consistently demonstrate an inability to develop leadership skills by constantly violating school policy or this handbook may be removed from the program.
- c. Lack of Commitment– Any cadet who consistently displays a lack of commitment to his/her fellow peers, academic studies or the MCJROTC program may be removed.
- d. Failure to correct deficiencies –Any cadet that fails to take corrective action once a deficiency has been identified by the SMI or MI may result in removal from the program. For example, failure to wear the MCJROTC uniform properly, failure to dress and/or participate in scheduled physical fitness, failure to meet the MCJROTC's grooming standards for male/female, or failure to participate in any other mandatory scheduled unit afterschool event. (i.e. homecoming parade, homecoming game, pass and review ceremony, and any other community service events.)

## Cadet Code of Conduct

The following rules of conduct were created according to the expectations:

1. Cadets **will follow all orders** issued by:
  - a. Parents/Guardians
  - b. MCJROTC Instructor(s)
  - c. Teachers
  - d. Administrators
  - e. Other School Staff and Adults
  - f. Cadet Officers/NCO's within the limits of their authority.
  
2. Cadets must treat each other with respect and provide support when necessary.
3. Appropriate behavior shall be adhered to at all times, especially while working or playing in the community away from the confines of Ridge Point High School. Whenever you wear the uniform, remember you are representing not only the MCJROTC program at Ridge Point High School, but also the United States Marine Corps. People are likely to assume you are an active duty Marine, so conduct yourself in a professional manner.
4. Cadets **will** address **officers** by their ranks and use the term "Sir," for male / "Ma'am," for female. Also, Non-commissioned officers should be addressed by their rank. This is especially critical when in uniform and/or at MCJROTC functions and Co-eds should address each other by their respective ranks.
5. The use of chaperones is an inherent part of the cadet program and as such, they will be treated as though they were instructors. If a cadet should question what the chaperone told them to do, they should see the MCJROTC instructor after they do as the chaperone told them to do. Talking back to a chaperone will not be tolerated!
6. Fighting or bullying within the cadet corps is strictly prohibited. This includes during and after school hours. WE ARE ONE TEAM and a FAMILY.
7. Cadets **will** salute all cadet officers while outside with cover on.

**\*\*NOTE: These rules apply at all times during all MCJROTC functions, and other RPHS class times. Disciplinary action, as appropriate, will be taken in accordance to the severity of the violation of the rule.**

## History and Background

### **Authorization of Junior ROTC**

The enactment of Public Law 88-647 and codification in Title 10, U.S.C., Sec. 2031, authorized the military service secretaries to commission Junior Reserve Officers' Training Corps (JROTC) units at secondary schools that meet established criteria. Accordingly, the Secretary of the Navy has authorized the CMC to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

### **Purpose of MCJROTC**

The purpose of the Marine Corps Junior Reserve Officers' Training Corps program, commonly referred to as "Junior ROTC," is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military. The current legal basis for Junior ROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 "ROTC Program for Secondary Educational Institutions," is dated June 16, 1982. The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. MCJROTC is funded and sponsored through the Office of the Secretary of the Navy. Legally, the JROTC program offered in a high school must be no less than three years. Each year of the program contains 180 hours of leadership instruction and application. The program may extend over four years. Your program meets these requirements. Similar programs are conducted nationwide by the other three military services.

### **Mission of Marine Corps Junior ROTC**

1. Develop informed and responsible citizens.
2. Develop leadership skills.
3. Strengthen character.
4. Promote an understanding of the basic elements and requirements for national security.
5. Help form habits of self-discipline.
6. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.

## Attendance

The MCJROTC “Leadership Education” course is designed to teach concepts/ideas in the classroom, but it is in the practical application of those lessons where the vast majority of the learning occurs for the cadets. Cadets must attend class, formation, drill practice, and other events.

Accordingly, if a cadet misses out on instruction provided during a MCJROTC period, it will be extremely difficult for him/her to get caught up. **If, however, a cadet misses’ instruction, that cadet must make the effort to find out what was missed.**

Throughout the year the cadets will be required to take many academic tests. If a cadet is absent on a test day, it is **his/her individual responsibility** to coordinate with the instructor for a make up test day. At the end of each quarter, each test not completed will remain as a 0.

Physical fitness training is conducted in order to assist cadets not only improve their health but also develop camaraderie within the unit. An unexcused absence that day will result in the cadet receiving a “0” for the day. The only way this “0” may be waived is by signed doctor’s statement verifying that the absence was as a result of an injury or illness.

Just prior to any trip or drill meet the final details will be coordinated for the event and attendance is mandatory. Inability, for whatever reason, to make “practice” may result in the cadet not being allowed to participate in that event. Although the cadet may know his/her individual steps, not being there when final changes/revisions are being made would hurt the team overall changes for success.

Additionally, throughout the year, cadets shall have the opportunity to participate in extra credit events. This may help a cadet raise his/her grades as well as develop leadership skills. Cadets are strongly encouraged to sign up, but should only do so if they are certain they will be able to attend/participate. Note: failure to show up for such events after signing up will seriously affect one’s grades.

Upperclassmen in key billets must give notice that they will absent prior to formation and/or drill practice. If cadets do not give proper notice a suitable consequence will be issued. A simple phone call to the MCJROTC office would be acceptable.

All cadets should anticipate as much as possible when they are not going to be able to attend a MCJROTC function and let the instructors/C.O. know in advance.

## Grades

### **General Grading**

General grading shall be conducted in accordance with the RPHS handbook. However, as a "Leadership Education" course the emphasis is on practical application and opportunity to actually lead other cadets to accomplish specific tasks versus solely textbook work.

There are also numerous opportunities for cadets to receive extra credit by participating in MCJROTC activities which are not required. Cadets that volunteer for extra duty/assignments shall be rewarded accordingly.

Whenever the MCJROTC cadets are requested to represent the high school, the entire program is on display for all to see. It is great to have cadets offer to help out for an event, but if they don't show up the entire program looks bad. Accordingly, cadets that volunteer for events and then fail to show up will face certain consequences.

### **Grades for MCJROTC follow RPHS policy, however, in terms of broad spectrum MCJROTC curriculum they are broken down into the following:**

- a. **Academics: 25%** (comprised of all written exams given on general military studies.) Reviews are given prior to each exam. In addition, Cadets are encouraged to remain after school for additional assistance if needed.
- b. **Participation/Fitness: 25%** (Cadets must not only be active in the class room but also on PT days they are required to conduct physical fitness. **If they are unable to participate we need a doctor's or parent note.**)
- c. **Leadership: 50%** (This is the one area that will either make a cadet or break them since it carries a larger weight than the other two. This grade has a direct correlation to their personal and academic responsibilities in other classes. For example, if a student is always volunteering, setting the example for other students to follow, but, not only with MCJROTC, but with the school as a whole that helps them attain a higher grade. On the other hand, if they are failing a class and do not attend tutorials, are late for classes, getting into any trouble in school or disrespecting their parents and we find out that too can also affect their grade.

**\*\*Progress reports will be sent home for signature every two weeks and are to be returned the next business day\*\***

**\*\*NOTE: Cadets who do not wear their uniform properly and throughout the entire school day will receive a “0” for that day. Their grades will be adjusted appropriately. Exclusions to this rule can be made under certain circumstances, but the Company Commanding Officer or Company Executive Officer must be notified of these circumstances prior to the date and the information must be communicated with the Marine Instructor or Senior Marine Instructor.**

## Discipline

Fortunately, there has not been a real problem with discipline in the MCJROTC program as students elect to take the course and usually work hard to succeed. However, in some cases, cadets may face rank reduction and loss of MCJROTC privileges if their actions do not reflect those of the Corps. For example: senior cadets failing to appear for required events may be reduced in rank and lose their current billet assignment. Senior cadets must set the example for others and by not making an event they committed to, they send the wrong message to junior cadets.

Additionally, instances of improper cadet performance at Ridge Point H.S. should immediately be reported so appropriate action may be taken. For example, if a cadet witnesses another cadet disrupting another class, fighting, or causing an act that will bring discredit to the program must be reported immediately.

**\*\*FAILURE TO REPORT SUCH INCIDENTS WILL RESULT IN ALL CADETS IN THAT SPECIFIC CLASS TO RECEIVE NEGATIVE CONSEQUENCES. IT IS OUR RESPONSIBILITY TO POLICE OUR OWN.\*\***



## Uniforms

### Issue

As cadets in the MCJROTC program, students are issued uniforms to wear throughout the year as directed by the SMI/MI. These uniforms are costly and a cadet and his parents are responsible for their replacement if they are lost. This could easily amount to the sum of approximately \$1000.00 or more if the cadet becomes a member of the drill team.

### Care of Uniforms

The Marine Corps will pay the cost of tailoring and routine dry cleaning during the school year. However, if a cadet fails to turn in his uniform for cleaning as directed, then the cadet or his/her parents will be required to pay any other cleaning bills encountered. Cadets are responsible for the washing and maintenance of the camouflage uniform, PT gear, and other items which do not require dry cleaning, i.e. the khaki shirts.

**NOTE: Do NOT wash the wooly pulley sweater; this uniform item can ONLY be dry cleaned. If washed, the sweater shrinks severely and is no longer suitable for wear. If you wash it, you've bought it.**

### Uniform Wear

Generally speaking, the cadets are required to wear a uniform as prescribed during the school year. Additionally, the SMI/MI will announce other occasions to wear the uniforms based on MCJROTC participation in various activities. Maintenance and wear of the uniform, especially during scheduled inspections, will have a definite affect on a cadet's standing relative to both promotion and overall grades. **Cadets failing to wear the uniform as directed may also be subject to disciplinary actions, such as rank reduction or removal from the program.** Taking pride in the wearing of the uniform is a sign of a cadet putting forth extra effort and sets the example for others to follow.

### Uniform Turn-in

**All Cadets must turn in their uniforms dry cleaned** when directed or they will be placed on the RPHS fees and fines list. Additionally, cadets who decide to drop MCJROTC during the school year will not be allowed to commence any other class till they have completely turned in their uniforms. If you owe the program any uniform items, you will not be allowed walk during graduation nor receive your diploma until they are turned in or paid for.

### Uniform Examples

Blue Dress "Bravo"	Blue trousers or skirt with blue coat, ribbons only.
Blue Dress "Charlie"	Blue trousers or skirt with khaki long sleeve shirt and tie.
Blue Dress "Delta"	Blue trousers or skirt with khaki short sleeve shirt.
Service "Alpha"	Green trousers or skirt with green coat and L/S shirt.
Service "Bravo"	Green trousers or skirt with khaki long sleeve shirt and tie.
Service "Charlie"	Green trousers or skirt with khaki short sleeve shirt.
Service w/ Sweater	Green trousers or skirt with khaki L/S shirt and sweater.
Utility Uniform	Camouflage blouse and trousers.

## Uniforms

### Uniform Price list

Prices subject to change based on Department of Defense guidance. The following price list is in effect for items lost or damaged during the school year:

#### Camouflage Uniforms

Cap	Blouse	Trousers	Undershirt	Boots C/H	Socks
7.05	33.35	35.30	3.10	80.00	1.45

#### Greens

Male:	Coat	Trousers	Cap	Coat AW	Sweater (m/f)
	110.10	22.45	7.70	82.55	29.95

Female:	Coat	Skirt	Slacks	Cap s/g	Coat AW
	94.85	24.85	27.15	9.05/60.35	77.10

#### Dress Blues

Male:	Coat	Trousers	Crown	Frame	Waistplate
	133.40	30.35	4.95	12.95 P9.05/N12.40/S	12.55

Female:	Coat	Skirt	Slacks	Cap
	87.60	27.05	28.95	62.15

#### Accessories

Khaki belt	Buckle Kh/Gn	Tie/Clasp	Handbag	White Belt
1.85	2.50/1.40	3.45/1.10	23.95	5.50
BlInsig Lf/Pr	Tab Gr/Bl	PT Shorts	Sweat Top	Sweat Bottom
1.50/1.20	6.00/5.10	7.90	7.10	6.85
Shoes (m/f)	Pumps (f)	Socks (m)	Cld Wx Coat	GdInsig Lf/Pr
41.25/35.25	41.65	.85	56.60	.85/1.65

#### Shirts

Male:	Khaki LS	Khaki SS	Undershirt White
	18.45	16.20	2.30

Female:	Khaki LS	Khaki SS	White
	11.75	11.10	10.80

<u>All:</u>	RRHS/MCJROTC "T"	Boot Bands	Pain T	Gloves(W)	Gloves(B)
	7.50	1.00	7.50	M-12.80/F-6.60	17.05

#### Drill Team:

RR Top	RR Bottom	Red Jkt	Beret	Hang-up Bag
48.50	37.50	30.00	5.00	26.50

## Grooming Standards

All cadets are expected to maintain the highest degree of grooming standards. Cadets proudly represent Ridge Point, the Cadet Corps, and the program while in and out of uniform and must adhere to official standards.

### **General Grooming:**

All leather on your respective uniform must be maintained in very high polish. All brass for your uniform must be shined. All Eagle Globe and Anchor insignia (EGA's) must be one shade of black. Use M-NU emblem refinisher if necessary. Keep the overlap of your khaki belt within the prescribed 2 to 4 inches, 2 to 3 ¾ inches for coat belts. Although your uniforms contain many pockets, use only your pant-side pockets. All other pockets should be kept buttoned if they contain buttons.

### **Females:**

Female's hair may **not** touch the collar of your uniform or go past it. **If your hair is long enough- you must pull it up in a bun** so it is not touching the collar of the uniform. **Colored ponytail holders are not authorized while in uniform, they must be black or the color of your hair!** You may use bobbi pins also, but they may not be visible. No jewelry (including earrings) or nail polish is acceptable with the digital camouflage uniform. Small, polished, yellow gold balls or round stud earrings, not to exceed six millimeters in diameter, are allowed with the service and blue dress uniform. **No jewelry will be worn in uniform during a parade, ceremony, or other similar military functions.** This includes tongue rings as well. No nail polish or lipstick may be worn in any uniform. **Only white airbrush (French manicure) will be allowed. NO COLOR!** Nails should be no longer than a quarter of an inch!

### **Males:**

A Male's hair may not exceed three inches on top and tapered from zero to three inches. Males must also keep clean-shaven. Sideburns must not come below the orifice of the ear. Absolutely no males are permitted to wear braids, headphones, wear earrings and/or jewelry in uniform. Additionally, males desiring to get ahead and be placed into leadership roles should never violate uniform rules; while in the MCJROTC classroom or throughout the school, as they should always set the example for junior cadets. This includes tongue rings, nose rings and other piercings as well.

**Males in the program will get a haircut within regulations at a minimum once every 3 months OR when designated by the Senior Marine Instructor or Marine Instructor as to support high profile events such as: Commanding**

**General's Inspection, Marine Corps Birthday, Pass and Review, MCJROTC Awards banquet.**

**\*\*\*Any violation of these rules could result in receiving having a promotion held, reduction of rank, or other disciplinary measures!**

## Special Teams

### **Physical Training (PT)**

One of the basic tenets of the MCJROTC program is to develop and maintain a healthy body. Physical fitness concepts and health are taught as an academic course throughout the year. Cadets are instructed to begin/establish a PT program for them to ensure that they are in shape. Each cadet should conduct PT three or four times per week on their own time. MCJROTC PT periods **should not** be the only day of the week a cadet conducts physical training, but instead, a day when the cadet demonstrates his/her overall conditioning.

All cadets are required to participate in PT every Friday or as prescribed by the curriculum schedule. Cadets are issued PT uniforms/sweat suits for this purpose and are required to wear the MCJROTC issued clothing for training.

To receive the highest grades possible, each cadet must put forth maximum effort during the PT class. Students failing to remember to wear their uniform, or that are "not feeling well today" will be given failing grades for that day's physical training period.

**Note: Cadets that are absence on Friday shall receive a "0" for the day, as this cannot be made up. The only way to get that waived is to provide a doctor's written statement verifying that the absence was due to injury or illness.**

### **Physical Fitness Test (PFT)**

During the school year cadets will condition/train to take the YPFT. The YPFT is a Physical Fitness Test that will test each cadets physical standing throughout the school year. **At the start of the year each cadet will be given an inventory YPFT.** This will be a graded event and is intended to make each cadet aware of their individual strengths and weaknesses. The actual physical fitness tests are conducted twice each year, once during each semester. Events include sit-ups, pull-ups and one mile-run. Actual test dates are announced in advance and a back-up date is provided. When scheduled, this will be considered a major grade. Cadets failing to complete the YPFT shall receive a 0 for their grade. Cadets will also be awarded the Physical Fitness ribbon for successfully passing the test (250+ points). Students which do extremely well may also be afforded the opportunity to join the PT team and compete at the Local and National level .

**Cheating will not be tolerated!** If foul play is an issue, the cadet in question will retake the YPFT under strict supervision to insure a fair score.

### **Physical Fitness Team**

The physical fitness team is for cadets who show dedication and a passion to train and compete in physical events.

## Special Teams

### **Drill**

All cadets will receive basic instruction in military drill. This is a part of the MCJROTC program and cadets will be expected to be able to execute basic drill movements. To prepare cadets for this, academic instruction is held prior to practical training/testing. All cadets undergoing basic drill training may be able to participate in MCJROTC local events such as parades, provided they are in good standing within the MCJROTC program.

### **First Year Cadet Drill Team**

All new cadets are strongly encouraged to try out for the **First Year Cadet** drill team. This is an excellent opportunity for them to gain drill experience by competing against First Year cadets from other schools. At some drill meets, special events are held just for the first years. **Note:** First year cadets who excel may also compete for a slot on the Competition Drill Team. All first year cadets are also expected to show up to **ALL** practices (including after school practices) unless otherwise told by the Company CO/XO.

### **Competition Drill Team**

All cadets are strongly encouraged to try out for the **Drill Team**. Members of the team are required to attend drill practice. If selected for the Competition Drill Team, cadets are expected to be available for all practices and competitive events scheduled throughout the year. **Even if a conflict precludes a member from participating in the next scheduled drill meet, he/she is still required to attend practices in order to remain on the Drill Team!** Being on the Drill Team is a major commitment and every cadet is required to learn the various routines. Each member is counted upon and the success of the team is directly dependent upon the dedication of the individual members. Drill team members are issued "Dress Blue" uniforms. If removed from the team, the cadet is required to turn in that uniform, or face being put on the "Fees/Fines List".

### **Drill Team Attendance**

All drill team members are expected to be at EVERY practice as published. The cadet is considered tardy **AFTER 1500!** Three tardy marks will equal one absence. Three absences will equal probation/counseling with the unit leader. More than three absences two weeks before a Drill Meet will result in being replaced in the routines and having your blues taken away. During probation, any more absences will result in removal from the drill team!

## Special Teams **Marksmanship**

### **Basic Instruction**

All cadets will receive basic instruction in rifle safety and marksmanship. All cadets are graded on their academic tests during this training. The actual firing for record is done in the rifle range, utilizing Daisy Air Rifles in the first semester of school. LE-I cadets will only FAM fire the rifles but all other cadets will receive grades based on their actual target scores in each phase of training. In order to be competitive for promotions all cadets that fail to qualify may make arrangements to re-fire for record second semester if they desire. (This must be done on your own time!)

This course of instruction is used to "Teach Discipline". Scoring a Bull's-eye is not as important as learning to follow procedures and listening to the range officer.

### **Rifle Team**

Cadets who do well during the routine marksmanship training are encouraged to join the rifle team that shoots competitively at the local, district, and even national level. Members of the rifle team must attend practices when scheduled. Additionally, cadets that excel during the year will have an opportunity to get on the team by achieving higher scores than current members.

### **Awards**

JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their uniforms.

### **Grading**

3 positions firing with 300 points possible:

			<u>Badge Award</u>
A+ 300-275	A 275-241	A- 240-220	Expert
B+ 219-115	B 214-205	B- 204-195	Sharpshooter
C+ 194-186	C 185-176	C- 175-165	Marksman
D+ 164-159	D 155-141	D- 140-130	Unqualified
E 129 or below			Unqualified

## Special Teams

### **Color Guard**

Color guards consist of all male, all female and Coed. This is for students who show excellent skill in drill and giving commands. Students will perform at various ceremonies and other events throughout the year and will compete at competitions. Practices to be published by SMI/MI.

### **Academic Team**

The academic team is composed of individuals that can learn and memorize various military topics. There are no actual practices; however, you are responsible for studying the materials given at home. The academic team will compete at competitions along with PT team, color guard, drill etc.

### **Escorts**

Escorts are needed for various events within the MCJROTC program and school. Escorts will have mandated practices at the beginning of the year and before events. Practices will be as prescribed by SMI/MI.

**\*\*\*NOTE: ALL PRACTICES ARE SUBJECT TO CHANGE UPON THE DECISION OF THE SMI/MI. KEEP UP WITH THE CALENDAR TO KNOW WHEN PRACTICES CHANGE.**



## Trips

Although there are different types of trips for the cadets, two requirements remain constant at all times. In order to participate, **each cadet must be passing all other courses** of instruction and be in good standing in the MCJROTC program. **Academics, Attendance, DOING THE RIGHT THING, and properly wearing the assigned uniform** are some of the prime factors in remaining a **cadet in good standing** and therefore being eligible for trips.

### **Local**

Throughout the school year, all cadets are afforded the opportunity to participate in local events. These events may be held during the week or on weekends. For events that have limited availability, Cadets are selected based on cadet standing, their interest to participate, and space available.

Additionally, there may be training events which **are required** for all cadets as part of the basic curriculum. An example of this would be homecoming parade and the FBISD pass and review ceremony.

### **Orientation**

Every year an orientation to a major universities and military bases is offered in order to provide a glimpse of all available options for future careers. Certain trips may require cadets to miss school **in order to participate, however, it is up to the student to ensure they are in good academic standings to be considered for the trip..**

### **Special Teams**

Members of the special teams (varsity level) will be selected to represent Ridge Point High School at various competitions held throughout the year. Selection is based on practice attendance, knowledge of the required material, and commitment to participate.

**Members failing ANY classes by the designated UIL eligibility schedule will not be allowed to COMPETE or ATTEND to observe as outlined in the District/RPHS and UIL Rules!**

## Formations

### **Basic Formations**

All cadets are **required** to attend scheduled formations and wear the prescribed uniform. Cadets should plan on arriving early to ensure they are in position prior to the attendance being taken. If you arrive after **you will be late**. During formations essential information is relayed and cadets are provided updates on current/planned activities. Cadets are responsible for checking the training schedule online or the white board for training dates and assigned uniforms!

Failing to attend a required formation will result in the cadet receiving a "0" for that event. Additionally, if cadets in leadership positions miss formation, they may face rank reduction and be removed from their current billet assignment.

### **Scheduled Promotion Formations**

Additionally, promotions for cadets are held throughout the year and are usually presented during a morning formation. Due to scheduling conflicts **Cadets selected for promotion and not present on the date they are scheduled will have their promotions held and will not receive them until the next promotion period.**

### **Commanding Officer's Inspection**

During the year the Commanding Officer may conduct inspections to ensure the uniform is being properly worn. Additionally, in preparation for a major inspection, cadets may be asked questions to check their knowledge and military bearing. Each cadet shall be rated on their answers and appearance and will receive an appropriate grade for that event.

### **5th Marine Corps Region Inspection Formations**













Special formations may be announced throughout the year in support of the 5th Marine Corps Region Headquarters as they conduct their annual inspections. Failure to attend these formations will result in the cadet receiving multiple "0's" and possible administrative disciplinary action. There may also be a required pre-inspection prior to the actual Region Inspection. **Note:** To assist cadets in preparing for inspections, a "Command Inspection Check List" will be provided. Cadets are responsible for ALL material on this inspection sheet.

### **Billet Holder's Inspection**

During the year there will be an inspection for every cadet who holds a billet. This inspection will be used to determine if cadets in charge are aware of their duties and responsibilities pertaining to their billet. Different billets maintain different responsibilities, so make sure to check the back of your handbook to make sure you know what your responsibilities are as you move through the ranks. Cadets will be notified about inspection one week in advance.

## Cadet Rank Structure

The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in the U. S. Marine Corps.

Cadet Colonel Cadet Lieutenant Colonel Colonel Officer		Cadet Battalion Commander
Cadet Lieutenant Colonel Cadet Major		Cadet Battalion Executive Officer
Cadet Captain		Cadet Company Commander S-1 Administrative Officer S-3 Operations Officer S-4 Logistics Officer
Cadet First Lieutenant Cadet Second Lieutenant		Cadet Company Executive Officer Cadet Platoon Commander, Battalion Public Affairs Officer/Historian
Cadet Sergeant Major		Cadet Battalion Sergeant Major
Cadet First Sergeant		Cadet Company First Sergeant
Cadet Gunnery Sergeant		Cadet Company Gunnery Sergeant Cadet Platoon Sergeant
Cadet Staff Sergeant		Cadet Company Supply Sergeant Cadet Company Guide
Cadet Sergeant		Cadet Squad Leader Cadet Company Clerk
Cadet Corporal		Cadet Fire Team Leader
Cadet Lance Corporal		
Cadet Private First Class		

## Promotion Criteria

The following criteria are used in guidelines for promotions. Just because you meet the criteria, DOES NOT MEAN YOU WILL BE GUARANTEED PROMOTION! As well as, just because you do not meet the requirements does not mean you will not be recommended for a promotion. As you reach NCO (Non-commissioned Officer) status, promotions are also **based on availability of billets**. After you receive a promotion, if you fail to maintain this criteria you can and will be demoted.

**APPLIES TO ALL CADETS IF YOU ARE IN A FAILING STATUS PER UIL GUIDELINES YOU WILL NOT BE PROMOTED.**

### PRIVATE FIRST CLASS (E-2) PROMOTION CRITERIA

#### **REQUIREMENTS:**

1. Be a member of the RPHS MCJROTC for at least six weeks.
2. MCJRTOC average grade of 70% on all tests during the current promotion period.
3. Be familiar with and observe grooming standards consistent with Marine Corps regulations.
4. Score 150 points on the initial physical fitness test or show notable improvement subsequent test prior to the promotion period.
5. Observe and render proper military customs and courtesies.
6. **COMMUNITY SERVICE/FUND RAISING:**  
Participate in two unit events during the current school year and/or has participated in fund raising for the MCJROTC program.

### LANCE CORPORAL (E-3) PROMOTION CRITERIA

#### **REQUIREMENTS:**

1. Be a member of the RPHS MCJROTC for one complete semester or have at least 6 weeks in grade as a Private First Class.
2. MCJRTOC average grade of 75% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in Close Order Drill as published and tested by the SMI/MI.

A Lance Corporal cadet should be capable of executing all stationary movements within a squad setting. Additionally, the cadet should be capable of demonstrating proficiency in marching movements within that squad Armed as well as Unarmed.

4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.

To accomplish this, the cadet should be capable of passing a scheduled inspection by the SMI/MI or District Inspection Score of 75%.

5. Score a minimum of 150 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.

**7. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year**.

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**8. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

## **CORPORAL (E-4) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a member of the RPHS MCJROTC for one complete semester or have at least 6 weeks in grade as a Lance Corporal
2. MCJRTOC average grade of 80% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the **Manual of Arms** and Close Order Drill as published and tested by the SMI/MI.

A Corporal cadet should be capable of executing all stationary movements within a squad setting. Additionally, the cadet should be capable of demonstrating proficiency in marching movements within that squad Armed as well as unarmed squad.

4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.
5. Score a minimum of 180 points on the initial Physical Fitness Test **or** show significant improvement.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.

**7. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year**.

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**8. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of the JROTC program**.

**9. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

### **SERGEANT (E-5) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a member of the RPHS MCJROTC for one complete semester or have at least 6 weeks in grade as a Corporal.
2. MCJRTOC average grade of 85% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the Manual of Arms and Close Order Drill as published and tested by the SMI/MI. A Sergeant cadet should be capable of commanding a squad sized unit in close order drill.
4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.
5. Score a minimum of 200 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.

**7. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year**.

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**8. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of MCJROTC.**

**9. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

**STAFF SERGEANT (E-6) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a sophomore in their second year of MCJROTC for one Semester with at least six weeks in grade as a Sergeant.
2. MCJRTOC average grade of 88% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the Manual of Arms and Close Order Drill as published and tested by the SMI/MI.

A. A Staff Sergeant cadet should be capable of commanding a squad sized unit in close order drill.

4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.

To accomplish this, the cadet should be capable of passing a scheduled inspection by the SMI/MI or District Inspection Score of 90%.

5. Score a minimum of 220 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.
7. Be able to qualify with the air rifle, during or before the current promotion period.

**8. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year.**

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**9. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of the JROTC.**

**10. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

**GUNNERY SERGEANT (E-7) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a sophomore in their second year of MCJROTC for one Semester with at least six weeks in grade as a Staff Sergeant.
2. MCJRTOC average grade of 90% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the Manual of Arms and Close Order Drill as published and tested by the SMI/MI.

A Gunnery Sergeant cadet should be capable of commanding a squad sized unit in close order drill.

4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.

To accomplish this, the cadet should be capable of passing a scheduled inspection by the SMI/MI or District Inspection Score of 90%.

5. Score a minimum of 220 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.
7. Be able to qualify with the Challenger air rifle, during or before the current promotion period.

**8. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year.**

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.



**9. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of the JROTC.**

**10. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

**FIRST SERGEANT (E-8) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a junior in their third year of MCJROTC for one Semester with at least six weeks in grade as a Gunnery Sergeant.
2. MCJRTOC average grade of 90% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the Manual of Arms and Close Order Drill as published and tested by the SMI/MI. A First Sergeant cadet should be capable of commanding a squad sized unit in close order drill.
4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.

To accomplish this, the cadet should be capable of passing a scheduled inspection by the SMI/MI or District Inspection Score of 90%.

5. Score a minimum of 250 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's.
7. Be able to qualify with the Challenger air rifle during or before the current promotion period.

**8. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year.**

OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**9. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of MCJROTC.**

**10. CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

## **SERGEANT MAJOR (E-9) PROMOTION CRITERIA**

**REQUIREMENTS:**

1. Be a junior in their third year of MCJROTC for two Semesters with at least six weeks in grade as a First Sergeant.
2. MCJRTOC average grade of 95% on all tests during the current promotion period.
3. Demonstrate Individual Military Proficiency in the Manual of Arms and Close Order Drill as published and tested by the SMI/MI. A Sergeant Major cadet should be capable of commanding a **Platoon** sized unit in close order drill.
4. Be familiar with and observe grooming standards consistent with Marine Corps Regulations.

To accomplish this, the cadet should be capable of passing a scheduled inspection by the SMI/MI or District Inspection Score of 90%.

5. Score a minimum of 250 points on the initial Physical Fitness Test **or** show significant improvement from the last test prior to the promotion period.
6. Observe and render proper Military customs and courtesies to Senior Cadets and Active Duty Officer's and SNCO's. Be prepared to demonstrate loyalty to the Corps of Cadets by setting a proper example to younger cadets in wearing the uniform correctly and on the appropriate days.
7. Be able to qualify with the Challenger air rifle during or before the current promotion period.

**8. COMMUNITY SERVICE/FUNDRAISING:**

A. Participate in approved community service projects. Activity must be completed during the **current school year.**  
OR

B. Demonstrate a positive work ethic by assisting the Corps of Cadets in additional fund raising support of the program.

**9. EXTRA CURRICULAR ACTIVITIES:**

Belong to and participate in at least one extracurricular activity **external of MCJROTC.**

10. **CONDUCT:**

**In accordance and no violations with RPHS student handbook or MCJROTC.**

**CRITERIA FOR PROMOTION TO THE OFFICER GRADE**

Promotion to the Officer grades should be contingent upon the cadet contributing to the success of the organization and his or her ability to assume a leadership role in addition to setting a positive example to junior cadets.

**BASIC REQUIRMENTS**

1. Have completed two years in the Marine Corps Junior ROTC program and be classified as a junior in high school.
2. Maintain MCJROTC average grade of 92% during the current promotion period.
3. Possess a grade point average of 3.0 or better for all work done in grades 9, 10, and 11 or to date.
4. Demonstrate military proficiency in close order drill to include
  - A. IDR Platoon Drill with Weapons
  - B. IDR Platoon Drill without Weapons
  - C. Manual of the Gideon
  - D. Manual of the Sword
5. Be familiar with, observe and set the example for junior cadets in the area of grooming standards and military courtesies.
6. The cadet should be capable of passing a scheduled inspection with **noteworthy results.**
7. Be able to pass the physical fitness test during or before the current promotion period.
8. Be able to pass the physical fitness test during or before the current promotion period with a score of 275 or above.

9. **LEADERSHIP**

The cadet should exhibit those principles and traits of leadership consistent with the grade to which he/she will be promoted.

Demonstrate the ability to take charge of an event or activity and utilize problem solving techniques to plan, organize and execute the event.

Demonstrate the ability to lead by effective oral communication.

Demonstrate the ability to communicate effectively in writing.

Demonstrate your leadership by volunteering to assume a leadership position in an extracurricular activity **external** of the JROTC and by participating in scheduled MCJROTC fundraisers. Report on your progress in this position.

10. Shows up to all formations unless excused by the Company CO/XO

11. **ALL officers must be on the special teams and participate in scheduled drill meets.**

## Duties of Billet Holders

All cadets should learn and understand the duties/responsibilities of the various billets within the MCJROTC program.

### **Company Commanding Officer:**

The Company Commander is first in command and is responsible with the overall functioning of his Company.

1. Insure that all details involving the operation of the Company are properly coordinated and completed.
2. Be familiar with the duties of all subordinates and properly supervise them in the execution of their duties, utilizing the chain of command.
3. Delegate your authority to your subordinates to ensure that your company runs smoothly.

### **Executive Officer (s):**

The Company Executive Officer (XO) is second in command of the Company. He or she is responsible for the internal functioning of the Company Headquarters.

1. Assist the CO in the performance of his/her duties and be prepared to assume the duties in the absence of the CO.
2. Supervise the Company Headquarters at all times.
3. When two Executive Officers are assigned, one will be in charge of operations, and the other will be in charge of administration.
4. Assist the Company C/O in promotion recommendations as needed.

### **Company S-1 (Administrative Officer):**

The Admin's job is to insure that all matters concerning paperwork are properly completed.

1. Publish a list of cadets recommended for promotion for the CO.
2. Compile the scores/grades of all cadets after the PFT test is taken and the Marksmanship qualification training is completed.
3. Ensure cadet records are updated as necessary in both their record book and on the master computer program.

4. Update cadet records with any awards or ribbons earned after the end of the year award ceremony.
5. Complete all promotion warrants **2 days** in advance from when they are due, so all warrants can be reviewed and mistakes can be taken care of ahead of time.

### **Company S-2 (Intelligence Officer):**

The S-2 shall ensure members of the Company are kept up to date regarding current affairs.

1. Establish a “Current Events” section within the MCJROTC area where matters concerning the Corps and other significant events may be read.
2. Provide briefings on the location and mission of units where the cadets may be traveling to on orientation trips.

### **Company S-3 (Operations Officer):**

The S-3 shall ensure that the Company cadets are properly trained to perform all duties/responsibilities of cadets within the MCJROTC program.

1. Schedule/coordinate the physical fitness program for the cadets to include required testing: initial, 1st Semester, and 2nd Semester.
2. Ensure adequate preparation for marksmanship training to include qualification firing for all LE-II, III, and IV cadets. (LE-I cadets only FAM fire).
3. Identify cadets for the drill team and ensure proper training for team competitions. Additionally, identify specific drill meets for the Panther Drill Team to participate in throughout the year.
4. Monitor the overall training of the Company to provide the best training scenario for all cadets.

### **Company S-4 (Logistics Officer):**

The S-4 Officer is responsible for all equipment assigned to the Company.

1. Take inventory of clothing on hand and order required items to ensure all cadets are provided the minimum clothing issue.
2. Be responsible for the storage and maintenance of all weapons to include assignment to individual cadets.
3. Maintain and secure all high value equipment to include, but not limited to: televisions, video recorders, computers, projectors, training aids, and copiers.

4. Prepare a semiannual inventory (CMR) of all items assigned to the Company.

### **Company S-5 (Public Affairs Officer - PAO):**

The PAO is directly responsible for ensuring that the activities/efforts of the cadet Corps are recorded and disseminated throughout the school and the local community.

1. Submit articles for publication to local newspapers and the school recognizing cadet achievements and projects.
2. Ensure still and video pictures are taken at all events throughout the year.
3. Compile an End-of-the-Year report/video highlights of the school year.
4. Make sure individual cadets are recognized for their individual accomplishments within the school and the community.

### **First Sergeant:**

The First Sergeant is the senior enlisted member of a Company. He or she is responsible to the Company Commander for the internal functioning of the Company including the administration, and the general conduct and appearance of the members of the Company.

1. Maintain accurate rosters of the entire Company at all times.
2. Direct recruiting of the Company.
3. Supervise formations and musters.
4. Insure that all NCO vacancies are brought to the attention of the CO.
5. Maintain an accurate attendance record for the whole company, including company C/O and X/O.

### **Platoon Commander:**

#### **1<sup>st</sup> Platoon Commander:**

#### **2<sup>nd</sup> Platoon Commander:**

The Platoon Commander is the senior member of each platoon and ensures the proper functioning of the platoon.

1. Ensures that all details involving the operation of the platoon are coordinated and completed.

2. Be familiar with all the duties of subordinates and properly supervise the execution of these duties.
3. Conduct regular inspections of personal and equipment.
4. Provide input to the Company X/O about matters pertaining promotion recommendations.
5. Ensure that cadets within your platoon have the ability to clear off their demerits in time for promotion recommendations.

### **Company Gunnery Sergeant:**

The Company Gunnery Sergeant assists the First Sergeant in all duties.

1. Organize and supervise all company police details, field days and supervise all chow details.
2. Procure the items necessary for the maintenance of the Company area or all cleaning supplies for weapons, etc.
3. Assist in the supervision of the Platoon Sergeants.
4. Assume the duties of the First Sergeant in his or her absence.
5. Handle all missing gear problems and help to obtain replacement for troops.
6. Assume any responsibility that may be directed by the Commanding Officer.
7. Maintain an accurate attendance for all of the enlisted personnel, and report the attendance of each week to the Company First Sergeant

### **Platoon Sergeant:**

#### **1<sup>st</sup> Platoon Sergeant:**

#### **2<sup>nd</sup> Platoon Sergeant:**

The Platoon Sergeant is the senior enlisted member of each platoon. He or she is responsible to the Platoon Commander for the internal functioning of the platoon and for the members of the platoon.

1. Instructs and supervises the Platoon Guide and Squad Leaders in their duties.
2. Submits correct reports and rosters to the First Sergeant as required.
3. Conduct all platoon formations and movements.



4. Insure that all NCO billet vacancies are filled, with the approval of the Platoon Commander.
5. Maintain an accurate attendance record of all of the personnel in their platoon, including the Commander, and submit this record to the Company Gunnery each formation

## **Platoon Guide:**

### **1<sup>st</sup> Platoon Guide:**

### **2<sup>nd</sup> Platoon Guide:**

The Platoon Guide is the second enlisted member of a platoon. He/she assists the Platoon Sergeant in the performance of his or her duties and must be prepared to assume those duties in the absence of the Platoon Sergeant.

1. Forms the platoon for drill and leads them in all movements under the direction of the Platoon Sergeant.
2. Maintain and carries the platoon guidon.
3. Organizes and supervises all platoon police details under the direction of the Platoon Sergeant.
4. Maintains all items of equipment issued to the platoon.
5. Coordinates all supply needs of the platoon and acts as liaison to the Company Gunnery Sergeant.

## **Squad Leader:**

The Squad Leader is responsible to the Platoon Commander, or the Platoon Sergeant, for the internal functioning, appearance and conduct of his squad.

1. During formation he/she aligns his/her squad properly and insures that each squad member is present.
2. Account for each member at all times, keeping abreast of their whereabouts.
3. Supervise the performance of duties of team leader.
4. Be able to properly march his/her squad.
5. Supervise the proper police of assigned squads areas or responsibilities.

6. Keep Platoon Sergeant appraised of duty status of all squad members.

### **Fire Team Leader:**

The Team Leader is the junior NCO billet in each platoon. He is responsible to the Squad Leader for the internal functioning, appearance and conduct of his team. He or she should be able to assume the duties of the Squad Leader in the absence of the Squad Leader.

1. Know the location and duties of each member of the fireteam at all times.
2. Inform the Squad Leader of any changes in the duty status of each team member.
3. Supervise the members of the team in the performance of their duties.

**NOTE: Any cadet failing to complete the duties assigned to their specific billet will be counseled accordingly and/or removed from their billet and replaced by a cadet more capable of completing the job in an orderly fashion.**

**\*\*Any cadet in one of these leadership positions mentioned above that misses a formation and was not excused by the Company C/O or X/O will be counseled and put on probation until the issue at hand can be solved. The higher the billet, the more sever the consequence!!!**

## Marine's 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 Northern 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.



## MCJROTC CONTRACT

From: Senior Marine Instructor, Ridge Point High School  
 To: Cadets/Parents/Guardians

Subj: MCJROTC CONTRACT

The MCJROTC staff welcomes you to the start of another exciting school year. We truly believe that every cadet has the potential to succeed in this program. Rest assure that will do our best to encourage your cadet throughout the year!

With a shared vested interest with parents/guardians overall academic achievements in all courses is possible for all cadets enrolled in MCJROTC. For the cadets it may not be easy at times to complete homework, study for exams, or wake up early for events or even put on a uniform, but with a proper support network and encouragement from home, cadets increase their respective chance for success! I ask that you and your cadet please sign off on this contract to demonstrate our commitment to the success of your cadet.

Sincerely,  
*Jorge Escatell*

J. O. ESCATELL  
 CAPT USMC (Ret)

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

This contract certifies that I, \_\_\_\_\_, a student of Ridge Point High School desire to be a cadet in MCJROTC and will do my very best to achieve and maintain a 2.5 GPA, participate fully in the program and abide by all the rules set forth in the RPHS Student Handbook and those in the MCJROTC handbook. Also, as a cadet I understand that I will be issued a military uniform to wear during the year and it is my responsibility to return all uniform items at the end of the year. In addition, I will abide by all MCJROTC grooming standards. Finally, failure to return any uniforms/equipment to the MCJROTC office will result in being placed on the High School debt list.

\_\_\_\_\_  
 Signature of Student/date

\_\_\_\_\_  
 Signature of Parent/Date

Parent Phone #: \_\_\_\_\_

## Emergency Data Form

School ID# \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Father: \_\_\_\_\_ Where Employed: \_\_\_\_\_

Mother: \_\_\_\_\_ Where Employed: \_\_\_\_\_

Other person to contact in case of an emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Does the student have any medical problems with which the school should be concerned? \_\_\_\_\_

If Yes, explain:

Name of family doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of emergency, will you accept charges for a long distance phone call? \_\_\_\_\_

Is your child a military dependent? \_\_\_\_\_ If yes, please list sponsor's Soc Sec No: \_\_\_\_\_

Is your child subject to conditions which make for classroom emergencies, (i.e., epilepsy, fainting, diabetes, allergies, etc.)? \_\_\_\_\_ If yes, explain:

Is there any physical defect which would limit your student's participation in physical training, swimming, competitive athletics? \_\_\_\_\_ If yes, explain:

Medical Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Signature of parent of guardian: Father \_\_\_\_\_ Date: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: ALL MCJROTC trips away from school will also require the MCJROTC Consolidated Release Form to be completed for each cadet. However, having this**

**emergency data from on file will reduce the paperwork required. Changes to the above data should be reported to the MCJROTC office immediately.**