



Tulsa Memorial High School JROTC
5840 South Hudson / Tulsa, OK 74133
JROTC SYLLABUS

General Information

Welcome to the Army Junior Reserve Officer Training Corps (JROTC) Leadership Education and Training (LET) Program.

Mission: *To motivate Young People to be Better Citizens.*

Purpose: To develop the confidence, self-discipline, leadership abilities and life skills of high school students while making them aware of their responsibilities, rights and privileges as American citizens. Our intent is to help students (JROTC cadets) to become physically, morally, and mentally fit - - to graduate better prepared to accept life's challenges and succeed.

Testimony: *“To me, JROTC is not only a class, it is also a family. Being in JROTC helped me come out of my shyness and gain confidence in myself. I learned that having respect for one another matters in life. **This class was the best decision I ever made in my life**”.* – A Memorial Cadet graduate

Background: The U.S. Congress established JROTC via the National Defense Act of 1916; it is the oldest large youth leadership program, present in over 1,700 highschools. JROTC started in Tulsa Public Schools in 1994. For an overview of JROTC and its background, please see: <https://www.usarmyjrotc.com/army-junior-rotc-program-overview/>

**** JROTC provides two types of credits needed to graduate: the required PE credit (2 semesters), and once the PE credit is completed, JROTC counts for required elective credits.**

Scope: The JROTC program is a cooperative effort of the Tulsa Public School (TPS) System and the U.S. Army to provide secondary school students opportunities for total development. The JROTC program consists of 180 hours of instruction and the curriculum is accredited by AdvancED, the same accrediting agency that accredits TPS. **Location:** Rooms 104 and 105. **Course Dates:** August 17, 2023 to May 21, 2024. *Snow days could change the final day.

Frequently Asked Questions:

- **What does it cost?** JROTC costs very little. JROTC texts and uniforms are provided *at no cost*. Optionally, cadets can bring their own combination lock for their locker *or* can purchase one for \$4. Cadets will need items routinely required by any class such as paper, pens and pencils, etc. Military Ball, normally held on a Saturday in April, is usually \$25.
- **Do you recruit?** Does a cadet have to serve in the military? **No, not at all.** JROTC's mission is to *motivate young people to be better citizens*. JROTC does not recruit for the U.S. Armed Forces; recruiting is an issue between parents/guardians, Cadets, and recruiters - not JROTC. *However*, if a cadet does decide to enlist in the military and the cadet has served 3 good

years in JROTC, the cadet will receive additional rank and pay due to their time in JROTC.

- **Can I be in a sport, the band or other activity?** Yes, certainly; many cadets participate in other extracurricular activities. We encourage cadets to be involved in the MHS community.
- **Transportation to cadet events?** Parents can arrange carpooling with other parents who live near them, etc. Metro Tulsa Transit Authority (MTTA) permits 9th – 12th grade students to ride buses for *free* with their ***TPS student ID card 7 days a week!*** For more information see: <https://www.tulsaschools.org/student-and-family-support/bus-routes/tpsrides> .
- **What is the course like?** JROTC combines interesting classroom instruction with the opportunity to serve the school and the community, participate in extracurricular activities, enjoy social activities and leadership development opportunities. The material covered varies every year, but includes: leadership, resume writing, basics of citizenship, U.S. and world history & geography, first aid, human relations, alcohol & drug awareness, communication skills, drill & ceremony, map reading, current U.S. & world events, etc.

Enrollment: Signatures on this Syllabus and the Privacy Act/Health Statement are required:

Enrollment in the JROTC Program requires that the following conditions are met; a student enrolled in the JROTC Program must be:

1. At least 14 years of age.
2. Physically able to participate in the physical education program of the school *and* has parent/guardian signature approval on the required Privacy Act/Health Statement.
3. Accepted by TPS as a regularly enrolled student in grades 9-12.

Note: A civil court conviction bars a student from JROTC enrollment unless a waiver is granted.

Qualification for Disenrollment: At the discretion of the SAI and approval of building leadership, a cadet will be disenrolled / removed from JROTC for the following: • Fails to keep minimum acceptable standards of academic achievement, conduct, or attendance in accordance with Memorial High School policy.

- Becomes physically unable to perform the activities required of JROTC cadets.
- Exhibits apathy or lack of interest in leadership training as demonstrated by frequent unexcused absences, failure to wear the cadet uniform or participate appropriately in physical training, failure to cooperate with leadership, an established pattern of shirking responsibility, etc.

Uniforms. While JROTC uniforms are provided *free of charge*, it is important that cadets take good care of their uniforms and shoes provided to them and return them in serviceable condition at the end of the school year: *Failure to either return property/materials or pay for missing or damaged property will result in a Hold card being placed on a student's school records; a Hold prevents the issuance of end of year report cards and transcripts.*

- Uniforms will be issued *after* cadets and parents / guardians sign and return this Syllabus and the Privacy Act and Health Statement (*pp. 7 & 8*).

Teaching Method: A multifaceted approach will be used to present information to students. The instructional methodology will include: the use of classroom discussion, lecture, hands on activities, leadership exercises, technology enhanced instruction, videos/films, and the use of

computer interactive software and the internet. Instructors will use classroom projects to reinforce learning objectives and allow students to apply the information presented in a realistic way. Instructors will prepare older cadets to conduct cadet-led instruction of the younger cadets.

MANDATORY REQUIREMENTS

Mandatory Required Events (all must participate, each event is graded):

- **Community Service (Service Learning) Events** - 1 event in the Fall and 1 in the Spring.
- **Veterans Day Parade** (on or near 11 November) & **Superintendent's Review** (~ in April)
- **Military Ball**, a formal military dinner event, normally held on a Saturday in April.
- **Wear the JROTC uniform weekly one day, *all day***, normally once per week on Tuesday.
- **Participate in physical training**, normally once per week on Thursday.
- **Maintain Cadet's leadership notebook** - instructors provide the notebook free of charge.
- **Be prepared for daily classroom instruction:** paper, pencil/pen, charged chromebook

GENERAL INFORMATION / POLICIES / REQUIREMENTS

YOUR JROTC UNIFORM – is provided for your use free of charge; it costs our tax payers good money. *Take care of it and wear it properly and proudly, with dignity and respect.*

UNIFORM APPEARANCE AND RESPONSIBILITIES:

- **IF a cadet has a uniform problem** (a missing or damaged uniform item), they should *get help prior to uniform day or go immediately to JROTC to get uniform help before 1st hour.*
- Do not trade uniforms or leave your uniform at someone else's house.
- Do not stuff your uniform into a locker or your backpack.
- Dry clean only: Pants, Service Coat, black tie or neck tab and Windbreaker. Remove all ribbons, brass and rank and small pocket buttons before turning in to the cleaners.
- Machine Wash: Gray shirts (use stain remover on collars), black socks and white T-shirts.
- **You are financially responsible for lost or damaged uniform items.**
- **Never wear / mix cadet uniform items with civilian clothing.** (Instructors may authorize an exception for civilian coats in the case of inclement / cold weather.)
- **No credit will be given for serious uniform violations**, such as white socks, long hair over the ears for males and/or collar, uniform disarray, failure to wear the uniform for the full uniform day, mixing uniforms with civilian clothing, etc. Hair must be neat, clean, trimmed, and present a groomed appearance.
- **Missing your required uniform wear day** (normally Tuesday). Cadets should provide advance warning and a good reason why for when they will miss a uniform day. If a uniform day is missed for a legitimate reason, it must be made up as soon as possible. Failing to take these actions can result in zero credit for that particular uniform day.
- **NOTE:** More details on this important part of a cadet's grade are found in the Grade Determination and Evaluation Criteria which starts on the next page.

CLASSROOM COURTESY & REQUIREMENTS

The purpose of the following classroom courtesies / requirements is to help cadets develop self-discipline and other critical life skills, such as: **to be at the right place, at the right time, with the right uniform or other required items and a good attitude.**

- Mature, responsible young adult behavior is expected.
- Upon entering class, cadets will be seated and prepare for class. Talking quietly is permitted.
- Class Start/End procedures, conducted by cadet leaders:
 - Start: Attention, Pledge of Allegiance (1st Hr only), the Cadet Creed and roll call

-- End: Attention, followed by dismissal.

- **Cell phones must always be secured in the book bag and never out once class begins.**

**If you have a situation and believe you need to use your phone, see Sergeant Major or Colonel*

- Sit only in chairs, not on desk tops; no feet up on desks or chairs.

- Bottled water is permitted as long as the bottle is capped when not drinking.

- Do not leave personal belongings in the classroom.

- Follow the Golden Rule: Treat others as you want to be treated, with respect and courtesy.

- Refrain from profanity.

- During class, cadets will: Sit up straight, Pay attention, Ask & answer questions, React to show they are following along, and Keept tracking the speaker. This classroom behavior is called SPARK and it prepares the mind to learn and keeps young people engaged.

- **Heads will never be on the desk** unless an instructor authorizes it due to a special circumstance.

- Feel tired or need to stretch or move? Stand up and move to the side or back of the room.

Leadership & Education Training (LET) Levels 1-4

GRADE DETERMINATION & EVALUATION CRITERIA

All Cadets are expected to participate with a positive, cooperative and respectful attitude in order to contribute to the overall learning and development environment.

Honor Code: Cadets are expected to set the example in this area (see the “JROTC Cadet Creed”.) Cheating will not be tolerated, and all cadets participating in such will receive a “0” grade on the test or assignment, their parents and school administrators will be notified and they may be removed from the program. Any act of theft normally results in removal from the program.

1. Tests/Quizzes/Exams – 30%: All evaluations are given points based on importance and degree of difficulty. Make-up tests and assignments must be coordinated with an instructor immediately after returning from an absence. All make-up work must be accomplished within one week of returning from an absence; failure to complete make-up tests and assignments will result in a zero grade.

2. Uniform - 45%: *Uniform wear forms the biggest part of the JROTC grade*; wearing the uniform properly builds pride, instills self-discipline and attention to detail, and honors those who have served. The uniform will be worn once a week, normally Tuesday, **all day** (8:30-3:35); **the approved Make-up day is the following day or the next day the cadet is in school and must be approved by the SAI / AI.** Areas inspected and graded every week include:

Uniform (Cleaned/Pressed),	Shoes/Black Socks (NEVER WHITE SOCKS)
Tie or Neck Tab, Name Tag	Beret (military-style head cover/hat),
Shined Brass,	Gig line/Hem,
Haircut/Shave/Hair Worn Up,	Proper bearing and attitude
General Knowledge Questions	

Cadets will *always* wear their uniform properly and with pride: Shirts tucked-in and buttoned, Coat buttoned, Ties or neck tabs worn; failure to do so brings dishonor on all that the uniform stands for and will significantly reduce a cadet’s grade; *if frequently repeated, or there is a serious violation, it normally results in removal from the program.*

-Hair: For males and females must be off the eyes. It must be neatly trimmed for males (off the collar and ears). Hairstyles for females, when in uniform, do not allow the hair to extend below

the bottom edge of the collar; French braids, buns, twists are acceptable methods to keep the hair off the collar. Pony tails are permitted for females, provided they are held with a brown or black hair tie.

Note: If cadets use hair dyes, tints, or bleaches, they must choose those that result in *natural* hair colors. Cadets must avoid using colors that result in an extreme appearance. Prohibited colors include, but are not limited to purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colors.

- **Facial hair:** Beards & goatees are not permitted in uniform; mustaches cannot extend beyond the corners of the mouth. Male cadets must be clean shaven when wearing the uniform.

- **Jewelry, Earrings, gauges & body piercings in uniform:**

- Male - none of the above *when in uniform*.
- Female – when in uniform, a single pair of small spherical earrings, one in each ear lobe.

No uniform credit will be given *if the uniform or any part of the uniform is removed at any time during the day or worn improperly*. Cadets can make up approved absence uniform credit (instructor approved or attendance office verified). Unexcused absences on uniform days (e.g., in cleaners, forgot the day, stayed overnight at a friend's, etc.) or being present but not in uniform, cannot be made-up without SAI or AI approval. All uniform make-ups must be accomplished ***before*** the next uniform wear day (normally Tuesday). Failure to make up the missed uniform day will result in a zero credit for the missed uniform day. Uniform results are averaged and the result is the uniform grade. **NOTE: A cadet's failure to consistently wear the uniform properly on the correct day each week will usually earn a failing grade and / or JROTC disenrollment.**

3. Assignments & Mandatory Events - 20%: The stated mission of JROTC is "**To motivate young people to be better citizens**". In order to accomplish this mission, heavy emphasis is placed on participation in JROTC-coordinated community service learning activities, e.g., blood drives, charity functions, community parades, etc.). In order to receive a maximum score, **a cadet must participate in the following mandatory events / tasks with a good attitude and behavior:**

A. 2 Community Service events, 1 in the Fall; 1 in the Spring (2 for the school year)

B. The Veterans Day Parade (November) **and the Superintendent's Review** (usually April)

C. The annual Military Ball (formal ceremony and dinner, usually a Saturday in early April)

D. Cadet Notebook. Students are required to maintain their Cadet Notebook (3-ring binder and materials provided by JROTC instructors).

E. Written tasks or projects. Cadets must turn in all assigned written tasks on the given due date; we will only accept late work if it is related to a legitimate excused absence(s).

Note: Communication is a basic life skill; cadets (and parents/guardians if /as necessary) should let instructors know as soon as possible if there is a conflict or problem in meeting any mandatory events. ***If finances or transportation are an issue,*** instructors will work with cadets/parents/guardians to ensure all cadets are able to participate. ***Please communicate!***

4. Physical Training (PT) & Good Attitude – 5%: Physical fitness training is normally scheduled on Thursday. Cadets are required to participate fully in all scheduled activities *with*

a good attitude. Under current guidelines, cadets will not dress out in locker rooms, so cadets are strongly advised to wear appropriate athletic wear on PT days such as sweats that can be removed with shorts and a T-shirt underneath. Cadets must always wear proper athletic shoes (no sandals, flip flops, boots or dress shoes) on Physical Training days.

A note from a doctor or nurse is required to be excused from activities; if there is a short-notice emergency, a parent/guardian should contact JROTC leadership in order to get credit when excused for health reasons.

NOTE – Upper-level Cadet Leaders: Upper-level Cadets (LET levels 2, 3 and 4) are expected to be positive role models for LET 1 new cadets. Since the expectation of cadet mentorship increases with each LET level, cadets earning a final LET 2 course grade of less than “C” will not be accepted for enrollment into LET 3, without the prior case-by-case approval of the Sr. Army Instructor. Cadets will be assigned leadership positions based on their total performance and assessed potential in the program.

Old cadets never forget: You are Charger Cadets, a living part of a proud tradition. New cadets: You are becoming part of the proud Charger Battalion tradition. Together, we will fulfill our Charger Battalion Motto which has existed since we began in 1994:

WE CAN, WE WILL!