JUNIOR RESERVE OFFICERS' TRAINING CORPS
STUDENT CODE OF CONDUCT AND PARENT/GUARDIAN CONSENT FORM

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 102, Junior Reserve Officers' Training Corps; DoD Instruction 1205.13, Junior Reserve Officers' Training Corps Program.

PRINCIPAL PURPOSE(S): To document you and your student's understanding of the expectations, responsibilities, and prohibitions related to participation in the Junior Reserve Officers' Training Corps (JROTC).

ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. Additional routine uses are listed in the applicable System of Records Notices:
Army, A0145-2 TRADOC: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/
Navy, N01533-1: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570325/n01533-1/
Air Force, F036 AETC B: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569771/f036-aetc-b/

DISCLOSURE: Voluntary. However, failure to fully complete requested information may render student ineligible to participate in the JROTC program.

PURPOSE

The Junior Reserve Officers' Training Corps (JROTC) Program is a world-class youth leader development program authorized by Congress and executed as a partnership between the Department of Defense, the military services and local School District High Schools. JROTC Instructors are retired service members and/or veterans employed as a faculty member by your local school district who are subject to the same laws, regulations and policies as other teachers within the District. A purpose of the JROTC is to instill in students in the United States secondary educational institutions the values of citizenship, service to the United States (including an introduction to service opportunities in military, national, and public service), and personal responsibility and a sense of accomplishment.

The purpose of this form is to share the expectations of the program, the expected behavior, and unacceptable behavior of all students and instructors taking part in the JROTC program. By initialling next to each statement, you acknowledge and agree to the expected/prohibited behavior explained in each section.

1. STUDENT NAME *(Last, First, Middle)*	**2. PARENT/GUARDIAN NAME** *(Last, First, Middle)*
3. JROTC UNIT/SCHOOL	**4. UNIT/SCHOOL ADDRESS** *(City, State, Zip Code)*

5. JROTC PROGRAM OFFICIAL *(Last, First, Middle)*

6. EXPECTATIONS: I understand and acknowledge that:

(Initial Student/Parent or Guardian)

_____ / _____ a. Enrollment and participation in JROTC is purely voluntary. No representative of JROTC (adult or student), the school or school district, or other position of authority (including parents) may compel a student to participate in JROTC against their will. Students enrolled in JROTC may coordinate with their school representative to request withdrawal at any time for any reason per school policies.

_____ / _____ b. Inappropriate behavior between JROTC representatives/instructors and any student or minor, including JROTC participants, will not be tolerated. JROTC instructors are employees of the school/school district and are subject to the same high standards of professional conduct as other teachers. If I have any concern about inappropriate activities concerning either instructors or other students within the JROTC program, I will immediately notify high school administration and/or POCs identified in paragraphs 11 & 12.

_____ / _____ c. JROTC representatives/instructors shall:

c.1. Adhere to school policy where applicable with regard to entry of any students or unrelated minors into their dwelling without the written consent of the student's or minor's parent/guardian.

c.2. Adhere to school policy where applicable with regard to establishing a common household with a legally unrelated student or minor, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners' association or all tenants in an apartment complex), house, or other dwelling.

c.3. Adhere to school policy where applicable with regard to entry of any legally unrelated student or minor into privately owned vehicles. Exceptions are permitted for official business when the safety or welfare of a student or legally unrelated minor is at risk.

c.4. Adhere to school policy where applicable with regard to attending social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a student or not legally related minor. Exceptions include inadvertent meetings at restaurants and other public places and inadvertent mutual attendance at other appropriate public places and events

7. COMPREHENSIVENESS & EXCEPTIONS:

The above list is not all inclusive and the Military Services may add additional prohibited activities. Prohibited activities between a JROTC Instructor/ trainers and cadets listed in paragraph 6 apply from the first contact between an instructor and student through 6 months after student reaches the age of majority and/or is no longer affiliated with the JROTC program or enrolled in the high school, whichever is the latter date.

Exceptions may be granted to accommodate relationships that existed prior to the instructor's or student's JROTC affiliation. These relationships include, but are not limited to, family members. Any relations developing between JROTC representatives' family and the families of JROTC students must be declared to the school principal/school district representative. JROTC representatives wishing an exception must do so in writing to the appropriate school official and must include the JROTC student's parents/guardian's signature. Only high-level officials/authority, as designated by the host institution in consultation with the host service, has the authority to approve these exceptions. The unit will keep these documents on record while the student is enrolled in the program.

8. VIOLATIONS:

Violations of any part of paragraph 6.a through 6.14.iii, not granted an exception in paragraph 7, will result in a school or school district investigation, possible school or school district disciplinary action and possible JROTC instructor certification suspension or decertification. If at any time the student or parent/guardian are unwilling or unable to adhere to these expectations, the student may be removed from the JROTC program.

9. PARTICIPATION EXPECTATIONS AND STANDARDS: I understand and acknowledge that:

(Initial Student/Parent or Guardian)

_____ / _____ a. Initial and continued enrollment and participation in JROTC is incumbent on students understanding, acknowledging, and agreeing to adhere to expected standards and procedures.

a.1. Grooming/Personal Hygiene: JROTC students may be expected to adhere to the grooming standards of their affiliated Service while participating in JROTC activities. Accommodations, as agreed upon by both the school and JROTC representatives, may be made for religious or other specific situations. Students otherwise unable or unwilling to conform to the grooming standards may be removed from the JROTC program.

a.2. Uniform: JROTC students may be expected to wear variations of their affiliated Service's uniforms. Students participating in JROTC understand proper wear of uniforms is an integral part of the JROTC experience and agree to adhere to prescribed standards. Certain situations may require students wear "appropriate" civilian attire in lieu of standard uniforms which will be considered the prescribed uniform. Students not possessing suitable attire, should immediately notify their JROTC instructor and school representative of the situation.

a.3. Physical Fitness: Students enrolling in JROTC should expect to participate in activities that demand varying physical levels. Students requiring physical accommodations must ensure both the school and JROTC representatives are aware of the requirement and agree upon the appropriate accommodation. Per school policy, physical activities may require an athletic or similar medical/physical exam and clearance before students are allowed to participate.

a.4. Hazardous Activities: Some of JROTC's elective activities may involve hazardous environments. These include but are not limited to rifle/pistol/ archery ranges, obstacle courses, and high/low rope courses. Parents are required grant permission for their child's participation using school/school district procedures. Voluntary participation/nonparticipation does not impact students' overall JROTC standing.

10. PHOTO RELEASE:

This consent form requests permission to use your child's photo/image and name for Junior ROTC advertising purposes to include on social and other media. Please check one of the following choices:

☐ I GRANT permission for my child's photos/images and name to be used for Junior ROTC advertising purposes to include on social and other media.

☐ I GRANT permission for photos/images of my child without any other personal identifiers to be used for Junior ROTC advertising purposes to include on social and other media.

☐ I DO NOT GRANT permission for photos/images of my child to be used for Junior ROTC advertising purposes to include on social and other media.

11. KNOW YOUR RIGHTS:

Title IX is a federal law that was passed in 1972 to protect all students, faculty, staff, and employees from sex discrimination. Some of the specific prohibited actions:

- stalking or obscene phone calls, texts, emails, or gestures.
- sexually suggestive jokes, whistles, catcalls, or innuendos.
- inappropriate touching.
- intimidation.

Title IX also protects individuals from retaliation for filing a complaint of sexual misconduct or participating in an investigation.
Title IX requires School Districts to provide Title IX Coordinators in each school. You should receive Title IX education on an annual basis to ensure you are fully aware of the law. In the event you are a victim of or become aware of a Title IX violation you should contact your school's Title IX Coordinator as soon as practical. They are for your counsel and protection.

School/District Title IX Office:	
Name of Title IX Coordinator: Phone Number: Email Address:	**Department of Education Office of Civil Rights (OCR)** OCR@ed.gov or 800-421-3481, TDD 800-877-8339

12. POINTS OF CONTACT:

Affiliated Service JROTC Office:

HQ Air Force JROTC
60 West Maxwell Blvd
Maxwell AFB, AL 36112
(334) 953-7513
cadet.actionline.jrotc@au.af.edu

Air/Space Force IG:
(800) 538-8429
saf.ighotline@us.af.mil

Inspector General (IG) Offices

Army IG:
(800) 752-9747
https://ig.army.mil/REQUEST-IG-ACTION/Request-Army-IG-Action/

Coast Guard IG:
(800) 323-8603
https://hotline.oig.dhs.gov/#step-1

Marine Corps IG:
(866) 243-3887
orgmb.igmc.hotline@usmc.mil

Navy IG:
(800)522-3451
NAVIGHotlines@navy.mil

Department of Defense (DoD) IG:
(800)424-9098
https://www.dodig.mil/rechot/

13. ACKNOWLEDGED BY: By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

a. STUDENT NAME *(Last, First, Middle)*	**b. GRADE LEVEL**
c. DATE SIGNED *(YYYYMMDD)*	**d. SIGNATURE**
e. PARENT/GUARDIAN NAME *(Last, First, Middle)*	**f. PHONE/EMAIL**
g. DATE SIGNED *(YYYYMMDD)*	**h. SIGNATURE**
i. JROTC REPRESENTATIVE NAME *(Last, First, Middle)*	**j. POSITION**
k. DATE SIGNED *(YYYYMMDD)*	**l. SIGNATURE**

INSTRUCTIONS FOR COMPLETING DD FORM 3203

1. STUDENT NAME. Enter the appropriate information of the student participant.

2. PARENT/GUARDIAN NAME. Enter the appropriate information of the Parent or Legal Guardian of the participant.

3. JROTC UNIT/SCHOOL. Enter the host institution's name and the JROTC Unit (Name/Number).

4. UNIT/SCHOOL ADDRESS. Enter the address of the host institution where the JROTC unit will take place.

5. JROTC PROGRAM OFFICIAL. Enter the appropriate information of the JROTC Program Official at the host institution.

6. EXPECTATIONS.

a) VOLUNTARY ENROLLMENT: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.

b) INAPPROPRIATE BEHAVIOR: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.

c) EXPECTED BEHAVIOR: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.

7. COMPREHENSIVENESS & EXCEPTIONS. The expectations of the Program should comprehensively align with appropriate behavior of the program representatives.

While the list of statements included on this form are not all inclusive of appropriate and expected behavior, actions similar in sentiment should be adhered to as well. JROTC Program representatives (instructor and/or student) should direct any questions on appropriate behavior to their School or School District Authority.

8. VIOLATIONS. Read the statement on violations. Your signature on this form certifies you understand and agree to this statement.

9. PARTICIPATION EXCEPTIONS AND STANDARDS. Enrollment in the JROTC program includes certain participation expectations. Read each statement and initial at the top of this section. Your initials certify you understand and agree to the statements within this section.

10. PHOTO RELEASE. Read the statement related to the use of the student's photo/image and name. Select the option that best aligns with your wishes.

11. KNOW YOUR RIGHTS. Read the statements included in this section related to your rights under Title IX. This section also provides guidance and a Point of Contact for reporting violations within your School District, as well as a Point of Contact at the Department of Education.

12. POINTS OF CONTACT. Participants are provided phone numbers and email addresses at each host military service as well as the Department of Defense (DoD).

13. ACKNOWLEDGED BY. Entering the appropriate information, and signing the fields below certifies that you have read and understood the information provided on this form and you agree to the statements included within.

    a) STUDENT NAME: As stated.

    b) GRADE LEVEL: Enter the student's grade level in high school for the current year of participation in the program.

    c) DATE SIGNED: As stated.

    d) SIGNATURE: Signing this document certifies that you have read, understand and agree to the statements included in this form.

    e) PARENT/GUARDIAN NAME: As stated.

    f) PHONE/EMAIL: Enter the appropriate information of the Parent/Guardian.

    g) DATE SIGNED: As stated.

    h) SIGNATURE: Signing this document certifies that you have read, understand and agree to the statements included in this form.

    i) JROTC REPRESENTATIVE NAME: To be completed by the JROTC Instructor - Enter the appropriate information of the JROTC Instructor.

    j) POSITION: Enter the appropriate title held within the JROTC Program. (Ex.: Senior Instructor, Assistant Instructor).

    k) DATE SIGNED: As stated.

    l) SIGNATURE: The Program Official's signature certifies that the DD Form 3203 is correct and complete and recommends approval.