

Rancho High School
Air Force Junior Reserve Officers Training Corps (AFJROTC)
NV-031

"Nevada's oldest JROTC program"

Cadet Guide

SY 26-27

cadet.actionline.jrotc@au.af.edu

Introduction

Disclaimer: This Cadet Guide is a living document and may be modified at any time by instructors as warranted. Current editions will be available in the student's Canvas Classroom and on the Rancho Rams AFJROTC web page.

The Rancho HS AFJROTC is Nevada's oldest JROTC program established in 1968. JROTC is a Congressionally mandated and funded program offered at select high schools around the world. Students **NEVER** have any military obligation when joining JROTC, the program is designated as a citizenship and leadership program focused on developing citizens of character. All students must enroll voluntarily, but are expected to follow the rules and policies of the program or face possible disenrollment. The specific enrolment and disenrollment policy will be covered in Section 1.

Instructors of JROTC are former military officers or non-commissioned officers with extensive experience in leadership and aerospace science, and are licensed educators within the State of Nevada and Clark County School District.

At no time are instructors or fellow students allowed to bully, harass, intimidate, or abuse anyone. Clark County School District (CCSD) has procedures including reporting instances to school administrators; the use of the Safe Voice reporting system and the Air Force JROTC program has a direct email reporting system available to students if there is any misconduct by an instructor. That email is:

cadet.actionline.jrotc@au.af.edu

Section 1
Enrollment and Disenrollment

Policy Memorandum 10 January 2025

Rules and Processes for Enrollment and Disenrollment from JROTC (NV-031)

Background: The Air Force Junior Reserve Officers Training Corps, AFJROTC, is a congressionally mandated and funded program for high school students. The AFJROTC program is NOT a military recruiting pipeline and no military service obligation exists for participation in the program. Primarily, AFJROTC is a citizenship and leadership program designed to shape the leaders of tomorrow, regardless of their chosen field or career. The principles taught in AFJROTC use time-tested methodologies to inspire and motivate today's youth to be successful in any endeavor.

1. Enrollment in the AFJROTC at Rancho High School is a collaborative process between the instructors, school administration, parents, and students. Students are encouraged to participate in the AFJROTC. They can earn physical education, elective, and Career and Technical Education credit through the Clark County School District and Nevada Department of Education. Enrollment in the AFJROTC program is ***STRICTLY*** voluntary on the student's part and requires parental approval.

2. The AFJROTC program at Rancho High School is divided into four-year groupings. First-year students may be any year of high school (freshman – senior) but are typically freshmen or sophomores. All AFJROTC students must start as first-year students. To progress to subsequent years in AFJROTC, students must demonstrate the academic and performance knowledge for each year group. The instructors "invite" those students who can and have demonstrated the necessary skills to return for additional years within AFJROTC. There are grooming, dress code, behavior, and additional academic expectations in order to remain in the AFJROTC program each year.

3. Disenrollment from the AFJROTC program is either voluntary or involuntary. Voluntary disenrollment normally takes place at the end of an academic semester. Students, or their parents, may request through school administrators or counselors to drop the AFJROTC program. Students with voluntary disenrollment from the program remain eligible for future enrollment in the Rancho AFJROTC program. Involuntary disenrollment is the least desirable action and will result in the inability to re-enroll in the program at Rancho High School. The Senior Aerospace Science Instructor (SASI) has, by congressional legislation, the authority to process a student for disenrollment at any time if serious breaches of discipline take place related to the AFJROTC program. However, when serious breaches of discipline are not the case and rather smaller infractions occur, the SASI will take all measures in accordance with school policy to correct the infractions prior to initiating disenrollment procedures. These measures include 1) a minimum of two instructor-student meetings to determine the root causes of the infractions; 2) at least two instructor-parent communications; and 3) involvement of the appropriate school-based resources to resolve the problems. If the infractions still do not resolve to an acceptable level or outcome, the SASI will inform the school administration of the pending removal of the student at the conclusion of the current academic semester.

4. This policy memorandum remains in effect until modified by AFJROTC instructors, school administrators, or if directed by the Headquarters, Air Force JROTC office at Maxwell AFB, Alabama.

//Original Signed//
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Rancho High School AFJROTC

Approved

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Dr. NORMAN SMITH
Principal, Rancho High School

Section 2
Course Expectations

The JROTC program fulfills either a physical education credit (via waiver) or an elective credit towards high school graduation and is also a Career and Technical Education (CTE) course in Nevada meeting the requirements for a College and Career Ready endorsement on the graduation documents.

JROTC (Military Science) is broken up into four distinct years of study (MS 1 - MS AS) and students must complete a minimum of three years for CTE credit. Additionally, after completing three years of JROTC students are eligible for advanced placement within the US Armed Forces if they choose to enlist after high school.

First year students in Military Science I (JROTC) are no longer given a choice of the military style uniform or an alternate uniform. As such, grooming standards (hair cuts, cosmetics, jewelry, etc) must be achieved by the **third** week of school and maintained until a student leaves JROTC or until the military style uniform is returned at the end of the school year.

Uniforms are expected to be worn one day per week, based on the student's schedule for the entire day. Students receive a grade each week on their ability to wear the uniform correctly and receive a failing grade for not wearing the uniform or changing out of the uniform without instructor permission.

Academic topics are taught in each year group to help students understand teamwork, followership, leadership, life skills and communication skills. In addition, academic topics cover aspects of aerospace science, and cultural studies with opportunities to take field trips to enhance classroom learning.

Students are expected to maintain an adult professional behavior at all times while enrolled in the JROTC program, not just during the JROTC class hours.

- **Come to class on time, all the time** - Being tardy and having unexcused absences are viewed as a lack of adult behavior and will impact promotion and leadership decisions
- **Act and look like a professional** - This includes use of language in the workplace (school) and meeting all dress code rules every day, in school and JROTC and will impact promotions/leadership opportunities
- **Do your job to the best of your ability** - Take an active approach in learning, instructors observe and recognize effort, not just outcomes.

Section 3
Advancements Within The Program

Students are afforded opportunities for advancement through a system of promotions and leadership positions. Eligibility for promotions starts each quarter and resets at the end of each quarter. The first factor in determining promotion eligibility is if a student wears the required uniform each week. Failing to wear a uniform, or having an "Unexcused" absence on a uniform day earns a score of "0" in the grade book. Absences must be cleared at the school attendance office prior to promotion testing to be excused. Promotions are earned through a variety of avenues, the most common is promotion testing. Each Quarter, a promotion test is given to students based on academic material covered during the quarter. Students must achieve a minimum passing score to receive the promotion and students who fail to do so could be demoted as a result. The table below shows the scores required to be promoted, remain the same rank, or be demoted.

	1st Years	2nd Years	3rd Years	4th Years
Promote	80%	85%	85%	90%
Remain	65-79%	70-84%	70-84%	75-89%
Demote	0-64%	0-69%	0-69%	0-74%

Maximum rank that can be attained without leadership/merit position:

First Year: c/Technical Sergeant	Second Year: c/Senior Master Sergeant
Third Year: c/Captain	Fourth Year: c/Major

Leadership merited promotions:

Wing Commander: c/Colonel	Vice/Group Commander: c/Lieutenant Colonel
Command Chief: c/CMSgt	Wing Staff - 4th Yr: c/Major
Wing/Sq Staff - 3rd Yr: c/Captain	Wing/Sq Staff - 2nd Yr: c/Master Sergeant

Cadets must wear the uniform on “Closed-Collar” or summative inspection days to remain eligible for promotion with limited exceptions. Excused absences will not count against a student’s academic grade, but the eligibility for promotion will be forfeited unless the excused absence is an approved school activity (field trip, etc).

Beginning school year 25-26, cadets will also be evaluated on their behavior within JROTC when determining promotions. Excessive absences; more than 4 per quarter and/or tardies; more than 1 per quarter to class will either make a cadet ineligible for promotion or result in a demotion of cadet rank.

Attaining Cadet officer status. A cadet may only attain cadet officer status after completing two full years of enlisted-status JROTC and meeting the following requirements:

1. Passing the “2nd Year Drill Evaluation” with a score of 100.
2. Complete the Leadership Course at the end of the 2nd year.
3. Possess the rank of cadet Staff Sergeant (c/SSgt) or above
4. Have instructor recommendation for cadet officer status

Third-year cadets must also pass the same drill evaluation with a score of 100 to remain a cadet officer. Failing to achieve this score may result in a request to school counselors to deny JROTC enrollment as a fourth year cadet or a demotion to a lower cadet rank.

Leadership positions are determined by the instructor team and are based on many factors: a student's past performance, potential for greater responsibility and the student's knowledge of JROTC specific information. All leadership positions are probationary and may be terminated by the instructors for cause, if warranted. Students must maintain proficiency in order to promote to the next higher rank or receive a leadership position. Select third and fourth year cadets may achieve cadet officer status and be allowed to wear the camouflage uniform on certain days. This prestigious opportunity is scrutinized often and may be removed at instructor discretion.

Section 4
Recognition Opportunities

The JROTC program offers many recognition opportunities. Some of these opportunities are the ribbons and awards that can be earned during the school year for various activities and achievements; or national level awards provided by civic and patriotic organizations at an annual awards ceremony. JROTC ribbons and the criteria to earn them are posted within the JROTC classrooms and facilities.

Additional recognition is the graduation stole. This recognition is reserved for students who: 1) complete all four years (8 semesters) of JROTC; 2) have achieved and continuously maintained the cadet officer status; 3) participated in at least one leadership position; 4) completed a minimum of **45** hours of community service while in JROTC, 5) have no outstanding financial fines for JROTC; 6) have no more than one missing assignment per semester in the fourth year or Missed Uniform Wear Days (MUD) during their final year; and 7) are recommended by the instructor team for the stole. It is important to note, the stole is not automatic and is a culmination of superior service and performance within the JROTC program

Finally, The Headquarters, Air Force JROTC offers a variety of recognition programs available to students that demonstrate superior performance while enrolled in the JROTC program. Students can ask about these opportunities from the JROTC instructor team.

Section 5
Miscellaneous Information

Fundraising: Fundraising keeps JROTC events functioning. If a fundraising activity requires the student to have responsibility for money/items, the parent must agree before the student participates in that specific fundraising activity. If the activity doesn't have responsibility for money/items; parental permission is not needed..

Fundraising allows for students to defray or cover costs of field trips and extracurricular activities during a school year. Only fundraising profits exceeding $200 are carried over to subsequent years. Any amount less than $200 does not carry over, nor do any amounts get refunded at the end of a student's enrollment in JROTC.

Field trips: Field trips are conducted to support classroom learning. We do not take "vacations" although we try to build some fun activities into the field trip itinerary. Field trip packets are required for all trips along with grade checks and an acknowledgement from student and parent about pick-up responsibilities at the end of a field trip. There has been an increase in parents/guardians not picking-up students in a timely manner upon return from the field trip and this type of behavior will result in students being restricted from participating in future field trips. We need your cooperation in this matter.

Community Service: Students are expected to participate in community service events, either sponsored by JROTC or from other entities. These community service opportunities help instill pride in the community and an overall desire to give back to our community. Students can receive various recognition for their efforts and the program establishes a goal of 18 hours of community service per student per school year. Students generally volunteer for these community service events through a sign-up sheet on the daily announcements. Organizations count on us, ***if you sign-up, PLEASE show up.***

Daily Announcements: In a student's Canvas classroom there is a link to the daily announcements in JROTC. Anything on the announcement slides is considered to be official and valid. Parents are encouraged to enroll as observers in their student's Canvas classrooms to stay informed on student progress and information.