

The Eagle Battalion

Established 1969

Marine Corps Junior Reserve Officers' Training Corps (JROTC)



Cadet Handbook

edited May 2017

*Adams City High School
Commerce City, Colorado*

Marine's Hymn

***From the Hall 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.***



UNITED STATES MARINE CORPS

JUNIOR RESERVE OFFICERS TRAINING CORPS
ADAMS CITY HIGH SCHOOL
7200 QUEBEC PARKWAY
COMMERCE CITY, COLORADO 80022-2358

IN REPLY REFER TO

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30 Jul 17

From: Senior Marine Instructor, Adams City HS MCJROTC
To: To All Adams City High School (ACHS) Marine Corps Junior
Reserve Officers' Training Corps (MCJROTC) Cadets
Subj: THE ACHS MCJROTC CADET HANDBOOK 2017-2018 EDITION

1. I would like to take this opportunity to welcome our new Cadets to the ACHS MCJROTC Eagle Battalion and welcome back our returning Cadets. I think you will find that "Eagle Battalion" is a tightly knit group within the larger high school community. Older Cadets will serve as your leaders, make you feel welcome and teach you what they have learned. They will also hold you accountable to our high standards of conduct and that of the Marine Corps. The goal of every Cadet should be to work hard to achieve academic excellence throughout high school. Not only do we want you to excel in JROTC but to use your self-discipline to excel throughout all of your courses.

2. The purpose of this Cadet Handbook is to provide you with *Standard Operating Procedures (SOP)* for the unit and program. This Cadet Handbook will compliment what you learn in both class and in your curriculum. Much of the information contained in this handbook represents the basic knowledge required of every Cadet.

3. MCJROTC was established at ACHS in 1969. As we enter our new school year at ACHS remember that there is a legacy of success that has been achieved by those who have gone before. It is your solemn duty to uphold the traditions that have made this program one of the best MCJROTC Units in the nation. Through hard work and commitment to develop our core values of *Honor, Courage and Commitment* within you, the legacy will continue.

S. M. Heery
Lieutenant Colonel USMC (Ret)
Senior Marine Instructor

D. E. Reid
Sergeant Major USMC (Ret)
Marine Instructor

The Junior ROTC Cadet Creed

I am, a Marine Corps Junior ROTC Cadet.

I will always conduct myself to bring credit to my family,
country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the
United States of America.

I do not lie, cheat or steal and will always be accountable for
my actions and deeds.

I always practice good citizenship and patriotism.

I will work hard to improve my mind and
strengthen my body.

I will seek the mantle of leadership and stand prepared to
uphold the Constitution and the American way of life.

May God grant me the strength to always
live by this creed.

Important Dates

Fall Semester 2017

1 st Qtr Battalion Formation	TBD
Annual Battalion Picnic	22 Sep
Marine Corps Birthday Ball	4 Nov
Fall Break	16 - 20 Oct
2 nd Qtr Battalion Formation	TBD
Final Exams Fall Semester	18 - 20 Dec
Winter Break	22 Dec-10 Jan

Spring Semester 2018

Spring Semester Begins	10 Jan
Annual Inspection Rehearsal	21 Feb
Annual Inspection	22 Feb
Spring Break	23 - 30 Mar
Annual JROTC Awards Ceremony	2 May
Graduation	19 May
Final Exams Spring Semester	24 - 30 May
Last day of School	31 May

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HISTORY/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.

HISTORY OF ADAMS CITY HS & THE MARINE CORPS JROTC UNIT

In 1871, School District #14 began with Cook School in the North and Sand Creek in the South of the 12 square mile district. In 1902, the town of Adams City was founded for the expressed purpose of becoming the county seat for the newly formed Adams County, which did not occur.

In 1908 the schools of Adams City, Derby and Rose Hill combined and formed Union High School No. 1 of Adams County. Union High School No. 1 soon out grew its one-room confines, and underwent several renovations during the next twenty-eight years.

In 1946, the surrounding districts consolidated to reform School District #14 and as a result Union High School No. 1 was renamed Adams City High School. The school colors were changed from purple and gold to green and gold. The school colors changed again to orange and black before the presently used orange and green were adopted. Many years of growth and renovation would follow.

In 1969, the Secretary of the Board of Education, Mr. Virgil Wohlers and the Chief of Staff, Headquarters, U. S. Marine Corps, Washington, D. C., W. J. Van Ryzin signed the contract establishing, at Adams City High School, the *first and only* Marine Corps Junior Reserve Officers' Training Corps (JROTC) Program in the state of Colorado. The Senior Marine Instructor was Lieutenant Colonel Roberts Fairfield and the Marine Instructor was 1stSgt Lyle Bates.

In 2002, on the centennial of School District #14, the ACHS MCJROTC Unit took the nickname "*The Eagle Battalion*" representing the school mascot and the National Symbol of the Bald Eagle. This nickname is especially befitting because the Marine Corps Emblem, "*The Eagle, Globe and Anchor*" contains the Bald Eagle perched atop the Globe revealing the Western Hemisphere, over a Fouled Anchor. The Eagle represents our National Symbol, the Globe symbolizes the Corps' Worldwide Service and the Fouled Anchor symbolizes the Corps Sea Service tradition.

In May 2009 the old school closed its doors and the battalion moved into the current high school in July 2009 with dedicated spaces for JROTC in the basement. The previous Senior Marine Instructor, Lieutenant Colonel J. D. Bristow, contributed input to the architect during the design phase of the new high school and Cadets will forever be in gratitude for his foresight.

Colonel Fairfield and the founding MI, 1stSgt Bates were the guests of honor at the Marine Corps Birthday Ball to commemorate the 40th anniversary of the founding of the unit. Lieutenant Colonel Fairfield passed away at the age of 92 in August 2011. He commented to his son before his death that he was extremely proud of the progress the MCJROTC Program had made through the years.

In August 2013, a second Marine JROTC Program opened at Northridge High School in Greeley. Instructors and Cadets from Eagle Battalion traveled to Northridge during the 2012-2013 school year to assist in the recruiting effort for that program. Cadets from Northridge participated in a Basic Leadership Camp alongside Adams City Cadets in February 2013 at Adams City High School.

MARINE CORPS JROTC INSTRUCTION

JROTC is more than just a philosophy. It is a program of professionally developed, time proven systems that work daily, monthly, and yearly – year in and year out producing successful young adults. The Marine Corps Junior Reserve Officers' Training Corps (Marine Corps JROTC) program is hereafter referred to as simply the MCJROTC program. It is designed to instill in high school students a value of citizenship, service to the United States, personal responsibility and a sense of accomplishment. It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

The Marine Corps JROTC program is a cooperative effort on the part of the Marine Corps, Adams County School District #14 and Adams City High School to provide secondary school students with opportunities for total development. Satisfactory completion of the program can lead to advanced placement credit in the Senior ROTC college program or advanced rank in the Armed Forces.

The Marine Corps JROTC program is one of the Marine Corps's contributions to assisting America's youth to become better citizens. The program produces successful students and productive adults, while fostering in each school a more constructive and disciplined learning environment. This program makes substantial contributions to the community and ultimately to the nation's future.

Marine Corps JROTC is a life skills course to prepare students for the roles they will play as members of society.

- **NO COMBAT SKILLS OR TACTICS ARE TAUGHT IN THE MCJROTC PROGRAM.**
- **THERE IS NO MILITARY OBLIGATION CONNECTED WITH A STUDENT'S ENROLLMENT IN THE MCJROTC PROGRAM.**
- **THE MCJROTC PROGRAM DOES NOT RECRUIT FOR ANY OF THE MILITARY SERVICES.**

ADMINISTRATION/ORGANIZATION

ENROLLMENT REQUIREMENTS

1. To be eligible for enrollment and continuance in a MCJROTC unit, the student must:
 - a. Cadets must be enrolled at the “host school”. Adams City High School (ACHS) is designated as the “host School” in the Memorandum of Agreement with the Marine Corps. All Cadets must be enrolled at ACHS.
 - b. Be of good moral character as determined by the principal of the school and the SMI.
 - c. Be physically qualified to participate fully in the school's physical education program. Current annual school physical evaluations, as stated above, are mandatory for cadet participation in the program.
 - d. Students should select JROTC as one of their elective courses during course registration with their guidance counselor.
 - e. A JROTC summer orientation is held during the mornings for 3 – 5 days in late July. The orientation serves to introduce incoming cadets with the program to ensure it is a good fit.

DISENROLLMENT

The SMI may disenroll a cadet from the MCJROTC unit with the approval of the principal of the school, for any of the following reasons:

- a. Failure to maintain standards for enrollment.
- b. Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.
- c. Disenrollment from school.
- d. Request of the individual cadet.
- e. Because of the rigors associated with the physical training aspects of the program, a pregnant cadet will be treated as if on “light duty” for the duration of the pregnancy, and for six months thereafter. If, in the opinion of the SMI and the principal, the cadet would suffer undue hardship by remaining in the unit, then disenrollment is authorized.
- f. Found guilty of a misdemeanor or felony.

CLASSROOM PROCEDURES

1. The following procedures apply to all classes conducted by the MCJROTC Instructors:
 - a. Use of electronic devices such as cell phones, music devices or games are not permitted in the JROTC facility.
 - b. Textbooks, workbooks, notebooks and pencils/pens will be brought to every class.
 - c. Cadets will report to the rifle range for their platoon formation. Upon arrival Cadets should stage their belonging down range and begin to form in their formation. When the “4-minute bell” rings, Cadets should stand at the position of parade rest in their formation.
 - c. When the final bell rings, the Cadets will come to attention in their assigned position within the platoon formation. The Platoon Sergeant or Platoon Commander leader will lead the *Pledge of Allegiance* and give further direction to the unit.
 - d. During attendance, Cadets will be in formation at the position of “Parade Rest”. When their name is called they will come to the position of attention and answer “here Sir” or “here Sergeant Major” depending on who is taking attendance.
 - e. Food, drinks and chewing gum are NOT allowed in class.
 - f. Sleeping in class is not permitted. Eyes closed, head on the desk or in ones hands is considered sleeping. Sleepy Cadets will stand in the rear of the room until they can return to their desks and stay awake.
 - g. A respectful, positive attitude is required.
 - h. Cadets are dismissed from class only upon direction of the platoon leadership or instructors and not by a bell. Cadets will be in formation in the range prior to the dismissal bell and will come to attention when the bell rings. They will stand at attention until the platoon leadership gives the command; “Dismissed”. Upon dismissal, Cadets will take one step backwards with their left foot, respond “Aye, Aye Sir/Ma’am, execute an about face and sound off with a motivational Marine Corps yell.

ATTENDANCE

1. Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events. Cadets should anticipate, as much as possible, when they will not be able to attend a JROTC requirement in order to let the instructors know in advance. Similarly, Cadets need to inform their parents in advance so their families can schedule JROTC events around other family events.
2. “Ditching” class or JROTC functions or events is childish. ***Grow up and Show up.*** Take responsibility for your attendance and be where you are supposed to be when you are supposed to be there.
3. The goal for attendance at Adams City High School is 96%. It is the responsibility of every Cadet to ensure that absences are properly excused by their parents. Attendance will be considered when screening Cadets for

promotion, awards, team membership and for participation in other unique training opportunities. Cadets will be screened for retention in the program beyond their second year and attendance will be considered.

EXCUSE FROM CLASS FOR JROTC EVENT

1. From time to time, JROTC Cadets may have to be excused from class to attend various functions, practices, meetings or other events in support of the JROTC Program. These occasions will be limited and every effort should be made to conduct them during class, before or after school.
2. Whenever a Cadet has to miss a class to support a JROTC function they will ask permission from their teacher in advance and they will be responsible to make up all missed work. JROTC Cadets will never miss class on the day of an assessment, presentation or other graded event. Just as other teachers provide JROTC Instructors a class trip form we will provide all teachers a similar form from JROTC.
3. The Cadet responsible for leading the event will ensure that Cadets receive a form one week prior to the event that causes them to miss class. Forms will be signed by the teacher of each class missed by a Cadet and will be turned-in to JROTC Instructors prior to the event. Cadets who fail to turn in a form will not be permitted to miss class and attend the JROTC event.

JROTC FACILITIES

The JROTC facility is a “place of honor” and we demand that cadets treat it as such and behave accordingly when they are in the facility. Cadets are welcome to come down to JROTC before school and use the computers in the range for educational purposes provided one of the JROTC Instructors is present. Supply, the Armory, or S-1 are not “hangouts”. If you are assigned to one of these spaces to work, then work. If you complete your work then return to the classroom or rifle range and complete class work from another class. Use your time effectively and you will be successful.

INSTRUCTOR – CADET COMMUNICATION

1. Instructors will communicate with the Cadet leadership using the chain of command during school hours/class time. Class leaders will communicate directly with instructors regarding leadership and activities of their class during school hours/class time.
2. Instructors will utilize other communications methods such as email, texting and cell phones for Battalion and competitive team commanders as an exception when urgent matters need to be discussed or contact pertaining to an event outside of school needs to be coordinated shortly before an event. This will be the exception rather than the norm.
3. Instructors will maintain cell phone contact information with the Battalion Commander, Battalion XO, Battalion Sergeant Major, Drill Team Commander, Rifle Team Commander, and Color Guard Sergeant only. This will ensure proper use of the chain of command. Cadet Leaders will maintain contact information on their subordinates using the chain of command set up within their unit or team.
4. Instructors may communicate with cadet leaders on the day of an event but this will be an exception. Strict limits to the use of electronic communication will foster use of the chain of command by instructors, Cadet Leaders and all Cadets.

5. If Instructors have a need to speak with Cadets outside of school they will first speak with the Cadet's parents or guardians at the home phone number provided to the school in Infinite Campus and if necessary then speak with the Cadet.

CADET EVENTS & PARENTAL PERMISSION

1. Cadets will complete a permission slip prior to attending any JROTC event outside of normal school hours or offsite of ACHS. Permission slips will include the following:

- a. Name and location of the event
- b. Meeting time for transportation
- c. Estimated duration of the event
- d. Pick-up time at the school at the conclusion of the event.
- e. Method of transportation
- f. Name of adult chaperone and cell phone information
- g. Estimated funds required by Cadet
- h. Uniform requirements
- i. Background on the event and organizations supported by cadets

INSTRUCTORS TRANSPORTING CADETS

1. Occasionally, Instructors will transport Cadets in their cars for Color Guards, speaking engagements or other events with automobile transportation is more time and cost effective due to the limited number of Cadets required to participate. District policy requires instructors to gain parental and district permission in advance.

2. Instructors will provide their auto insurance policies to district through school administrators prior to the start of each school year. Instructors will complete district form *IJOA-E6 "Drivers of Private Vehicles"* 1 week prior to each occasion of driving Cadets in their vehicles and ensure district permission has been granted prior to the event.

3. Cadets will be instructed to call home within 1 hour of their pick-up time at the school to ensure they are met upon arrival. Instructors will remain with Cadets until every Cadet is picked-up at the school after an event. In the event of a family emergency preventing pick-up, Instructors must receive verbal permission from a parent or guardian to drive a student home. *This is only in an emergency situation where a family member cannot pick-up a Cadet.*

4. Cadet leaders will turn-in a roster and all permission slips to the Instructors prior to all events. At the conclusion of the event, rosters and permission slips will be maintained by the S-1 Officer in battalion files.

CADET PARTICIPATION

Cadets of the MCJROTC Program will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed.

1. LEADERSHIP EDUCATION I (LE-I)

The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

2. LEADERSHIP EDUCATION II (LE-II)

The second year continues the leadership and citizenship classes of LE-I. During LE-II the students receive instruction in General Military Subjects with more structure and tradition than in LE-I, as well as the introduction of civilian marksmanship training and land navigation training with the map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

3. LEADERSHIP TRAINING III (LE-III)

In LE-III, cadets will begin to use their leadership training as they assume positions of increased authority and responsibility within the program. In this year also, detailed instruction on personal finances is presented, as well as other preparation for life beyond high school.

4. LEADERSHIP TRAINING IV (LE-IV)

LE-4 is a year when cadets really bring together all their previous learning experiences in the MCJROTC program. Senior cadets will conduct formations and inspections, as well as supervise certain training events with younger cadets. LE-4 cadets continued to be challenged academically with requirements for research projects and independent studies and progress reports.

BATTALION ORGANIZATION

1. The MCJROTC unit at ACHS is organized as a battalion. A battalion is commanded by a Cadet Major or Cadet Lieutenant Colonel and assisted by a Cadet Sergeant Major as the principal enlisted advisor. "Eagle Battalion" as our unit is called at ACHS has two letter companies; "A" Company or "Alpha Company" and "B" Company or "Bravo Company". These two units are led by Cadet Captains and are assisted by Cadet 1st Sergeants as the principal enlisted advisors. The Battalion Commander has a staff comprised of 3rd/4th year cadets that assist him or her in managing the day-to-day operations and training of the battalion. The Battalion also has a Color Guard which represents the battalion throughout the region by presenting the national and Marine Corps Colors at various events.

2. This year there will be four Leadership Education 1 & 2 classes. Each class is identified as a platoon numbered 1st or 2nd Platoon in one of the two letter companies as reflected in (table 1) in the master schedule for JROTC. Within each class there will be leadership education 2 (LE-2) Cadets assigned as Squad and Fire Team Leaders. There will also be an LE-3 and/or LE-4 Cadet assigned as the Platoon Sergeant and Platoon Commander. Company Commanders and Company First Sergeants are assigned to the periods corresponding to their companies. All of the Leadership Education classes are co-taught by both the Senior Marine Instructor and the Marine Instructor.

Table 1

<u>Period</u>	<u>Class</u>	<u>Unit</u>	<u>Year in Program</u>
2	LE-1 & LE-2	1st Platoon, A	1 & 2
8	LE-1 & LE-2	2nd Platoon, A	1 & 2
4	Drill Team		1 - 4
4	Rifle Team		1 - 4
3	LE-1 & LE-2	1st Platoon, B	1 & 2
5	Battalion Staff	Headquarters	3 & 4
9	LE-1 & LE-2	2nd Platoon, B	1 & 2

LEADERSHIP BILLETS AND DUTIES

SQUAD LEADERSHIP

1. **Squad Leader (Sqd Ldr)**. The Sqd Ldr is the senior noncommissioned officer in the squad. He/she will be responsible to the Plt Ldr for the operation of the squad and will assist the Plt Sgt in his/her administrative duties. He/she will obtain a roster of his/her squad when organized and will have it in his/her possession at all formations. He/she will perform other duties as directed by the Plt Cmdr. The senior Sqd Ldr will assume command of the platoon in the absence of the Plt Cmdr and Plt Sgt.
2. **Fire Team Leader (FT Ldr)**. The Fire Team Ldr will be responsible to the Sqd Ldr for the operation, conduct, knowledge, bearing, and appearance of his/her Fire Team and will assist the Sqd Ldr in his/her duties. The senior Fire Team Ldr will assume command of the squad in the absence of the Sqd Ldr.

PLATOON LEADERSHIP

1. **Platoon Commander (Plt Cmdr)**. The Plt Cdr is the “**principal mentor**” for the Cadets in his/her platoon and will exercise command over the platoon by planning, organizing, and supervising all platoon activities. He/she will establish the highest standards of academic performance and set the example for neatness, grooming, military bearing, and observance of military customs and courtesies for the members of his/her platoon.
2. **Platoon Sergeant (Plt Sgt)**. The Plt Sgt will assist the Plt Cmdr in planning, organizing, directing, and supervising all platoon activities. He/she will assume command of the platoon when the Plt Cmdr is not present. He/she will be responsible to the Plt Cmdr for formations and reports and will assist him/her in administrative duties. The Plt Sgt will obtain a roster of the platoon as soon as it is formed and will have one complete and correct copy in his/her possession at all formations. He/she will function as the communications link between the Plt Cmdr and Squad leaders by ensuring that orders issued are received, understood, supervised, and accomplished. The Plt Sgt will assist Squad Leaders in the performance of their duties by keeping them informed, in a timely manner, of platoon objectives. He/she will evaluate the performance of Squad Leaders through direct observation and will recommend to the Plt Cmdr changes necessary to ensure a smooth functioning Unit. The Plt Sgt will identify Cadets within the platoon that need tutoring or additional military training in any area.

COMPANY LEADERSHIP

1. **Company Commander (Co Cmdr)**. The Co Cmdr is responsible for the overall function of the company. He/she will employ the principles and techniques of leadership and will establish and maintain the highest standards of neatness, grooming, military bearing, and observance of military customs and courtesy for him/her and for members of the Cadet Company. The Co Cmdr will assign missions and tasks for the company personnel.
2. **Company First Sergeant (1st Sgt)**. The Co First Sgt is the senior NCO in the company and, as such, is the representative of the enlisted Cadets of the company. He/she is the eyes and ears of the Co Cmdr and advises the Co Cmdr on matters of morale, esprit, and welfare of enlisted Cadets. He/she ensures that personnel records are current and accurate and is responsible to the Co Cmdr for formations. The Co 1st Sgt will maintain personnel rosters of the company, by platoons, as soon as they are organized. He/she will have one complete

and correct copy in his/her possession at all company formations and will ensure that the Bn Sgt Maj has one also. He/she will perform other such duties as the Co Cmdr may direct. He/she will assume command of the company when no company officers are present.

BATTALION LEADERSHIP

1. **Battalion Commander (Bn Cmdr)**. The Bn Cmdr is directly responsible to the SMI for the command and control of Eagle Battalion. His/her primary responsibility is to maintain, at the highest possible level, the professional standards of the battalion and the “Esprit de Corps” (morale) of the Cadets. Command is exercised through the Company Commanders and control is exercised through the battalion staff. The Bn Cmdr will meet with the Bn XO, Sergeant Major, the Bn Staff and the Co Cmdrs WEEKLY. The Bn Cmdr will work directly with the Ops O on all training and special events to ensure that the “Commanders Guidance” is understood and carried out. The Bn Cmdr will exercise his/her control of the rest of the staff through the Bn XO. He/she will be available in the JROTC office at a designated time EACH school day to meet with the SMI. *THE BN CMDR IS RESPONSIBLE FOR EVERYTHING THAT HAPPENS OR FAILS TO HAPPEN IN THE UNIT!*

2. **Battalion Executive Officer (Bn XO)**. The Bn XO is the “right hand” of the Bn Cmdr and second in command, as such he/she is responsible to the Bn Cmdr for the functioning of the Bn Staff. The day-to-day running of the Bn, ensuring that all standing operating procedures (SOP) are being followed and enforced is the primary duty of the Bn XO. The Bn XO will coordinate through the Operations Officer (S-3) the weekly Bn Cmdr meeting and run said meeting (see Cadet Staff Brief). The Bn XO has many priorities and therefore must utilize ALL members of the staff concurrently in order to maintain high efficiency. The XO will coordinate the efforts of the Cadets assigned to Bn Staff billets in preparation for the 8th Marine Corps District Inspection. While the Bn XO supervises the Bn Ops O, the XO should take care not to interfere between the Bn Cmdr and the Ops O in their special one-on-one relationship.

3. **Battalion Sergeant Major (SgtMaj)**. The SgtMaj is the senior NCO in the Bn and, as such, is the representative of the enlisted Cadets of the Bn. He/she is the eyes and ears of the Bn Cmdr and advises the Bn Cmdr on matters of morale, esprit, and welfare of enlisted Cadets. He/she is responsible to the Bn Cmdr for formations. He/she will maintain personnel rosters of the Bn, by company and platoons as soon as they are organized. He/she will have one complete and correct copy in his/her possession at all Bn formations. He/she will perform other such duties as the Bn Cmdr may direct.

4. **Battalion Color Sergeant**. The Color Sergeant will be responsible to the Bn Sergeant Major for the training and conduct of the Color Guard. He/she will maintain a roster of Color Guard members and will assign individuals to each Color Guard event. He/She will supervise the overall readiness of the Color Guard to include their personal appearance and bearing as well as the care of the National Ensign and Unit Colors. He/She will coordinate with the Bn S-3 for scheduling. The Color Sergeant will also train and schedule 3-person flag details for outdoor sporting events as requested.

PRIMARY BATTALION STAFF

1. **S-1: Battalion Administration Officer/Historian (Admin O)**. The Bn Admin O will maintain all file and directives for the Bn/Co(s) and ensure that they are in compliance with Marine Corps and Unit Orders. Particular attention will be given to personnel records and promotion “Special Orders”.

2. **S-2: Battalion Security Officer (Sec O)**. The Sec O is responsible for security of the Unit area, classrooms, rifle range and armory vault. He/she will supervise the Bn/Co Armory NCO(s) in the function of his/her duties and will ensure all Marine Corps, MCJROTC and Unit Orders are enforced.

a. **Battalion Armory Non-commissioned officer (Armory NCO)**. The Bn Armory NCO works for the S – 2 Sec O and will assist the Sec O in matters concerning physical security and accountability of ALL rifles and equipment kept in the armory vault. The Armory NCO will be responsible to the Bn Cmdr for maintenance, and cleanliness of rifles and the parts expenditure bin (PEB).

3. **S-3: Battalion Operations Officer (Ops O)**. The Ops O is responsible for the Bn training schedule and coordination of all Bn events. The Ops O is the senior member of the Bn Staff and will fulfill the duties of the Bn XO in the absence of the XO. The Ops O will ensure the training schedule and notification of all events, known as the plan of the day (POD), are posted in the Bn area on a daily basis and will update information on

the classroom bulletin boards. All Cadet functions requiring Cadet permission forms, consent forms, transportation, etc. will fall within the scope of the Ops O. He/she will initiate and stimulate Bn competition and school and community projects. Under the supervision of the XO, the Ops O will coordinate the efforts of the Bn Staff in preparation for the Annual Inspection. The Ops O will work more closely with the Bn Cmdr than any other staff member except the Bn XO.

4. **S-4: Battalion Supply Officer (Sup O)**. The Sup O is responsible for the Unit Supply. He/she will supervise the Bn/Co Supply NCO(s) in the function of his/her duties and will ensure all Marine Corps Orders are enforced. He/she will inspect Supply and make any corrections necessary on a weekly basis.

a. **Battalion Supply Chief (Supply Chief)**. The Bn Supply Chief works for the S – 4 Sup O. He/she will maintain the organization, accountability, distribution, and cleaning of uniforms and supplies. He/she will perform other duties as the Bn Cmdr or Supply O may direct. He/She will maintain a supply disposition bin for uniforms that are no longer serviceable.

5. **S-6 Communications Officer (COMMO)**. The S-6 is responsible for observation and maintenance on the battalion's computer assets. The COMMO works closely with Adams-14 staff to ensure the computers are free of viruses and other dangerous files. Also monitors use of assets by Cadets.

SPECIAL STAFF

1. **Unit Historian (Hist. O)**. The Bn Admin O will work closely with the Unit Public Affairs NCO (PANCO). The Unit history will include photographs, news clippings, tape recordings (if available), and a narrative account of the activities of the Unit. Unit rosters identifying key billet holders should be included. When former Cadets rise to positions of prominence in their communities, it should be noted.

a. Unit historical files will not be retired. Through diligent research and attention to duty, a succession of Unit historians will compile a record of the Unit's heritage, which will be a source of pride and inspiration to all Cadets. The Hist O will build a "Unit Historical Binder" which will serve as the primary historical document for the school year.

b. An important ancillary function of the Unit history is its use as a reference for the MCRA Award Nomination. In coordination with the rest of the staff, an accurate, complete unit historical file will eliminate requirements for additional research in the compilation of this lengthy document.

c. The Marine Corps has traditionally maintained a scrupulous historical program to perpetuate the memories of units and actions long past. These memories serve as the foundation of the strong traditions, which have been

so valuable in sustaining Marines on the battlefield. The same principle can be applied to the MCJROTC program. By instilling in Cadets the spirit of the lineage and honors of their Unit and emphasizing the need to live up to the unit's traditions, Cadets will learn responsibility to the unit, to their contemporaries, and to the memory of those Cadets who have gone before them. Such a process fosters Esprit de Corps, a sense of purpose, and an understanding of the requirement for the individual to be subordinated to the needs of the organization, the essence of the idea, which has motivated Service men and women since the beginning of time.

2. **Battalion Public Affairs Noncommissioned officer (PANCO).** The PANCO will be responsible for reporting on the activities of the Unit in a "Monthly Newsletter." Accordingly, he/she will coordinate closely with the Adams County School District #14 Communication Director. The PANCO will also coordinate closely with the Ops O in keeping the Unit Bulletin Board updated weekly with current Unit activities.

a. The PANCO will prepare news releases for publication in school and local newspapers. The fact that a school or local newspaper does not publish a story released by the Unit PANCO does not relieve the PANCO of the responsibility to continue writing news releases. The PANCO will report on all newsworthy events. The SMI may appoint (in writing) assistant PANCOs to relieve the primary PANCO of the responsibility of being at every event. PANCOs will maintain a file of all news releases forwarded to school and local newspapers.

b. Unit PANCO(s) will become familiar with the Unit's video and still cameras and utilize them to take photographs for the Unit's historical program and MCJROTC newsletter.

c. PANCO(s) will ensure the Unit's civic action involvement is reported to local media agencies. A copy of news releases, photos, and stories will be forwarded to the Unit Historian for inclusion in the Historical Binder.

3. **Battalion Fiscal Officer.** The Bn Fiscal Officer (FISC O) works directly for the Battalion Commander and Instructor Staff to manage Battalion funds raised through fundraising. The FISC O works with the instructor staff to maintain 2-person integrity on cash earned through fundraising and ensure it is properly accounted for and deposited in school accounts. Additionally, the FISC O heads the battalion fundraising efforts by ensuring working parties are scheduled to sell concessions at student sporting events.

4. **Battalion Armorer.** The Battalion Armorer works directly for the Battalion Executive Officer as the point of contact for managing the air rifle maintenance program. The Bn Armorer performs basic maintenance and or repair on air rifles and brings maintenance issues to the attention of the instructor staff through the Battalion XO. The Battalion Armorer works in cooperation with the Battalion S-2 and the Rifle Team Commander as well as the instructor staff to stay ahead of potential maintenance problems regarding the battalion's air rifle assets.

5. **Battalion Statisticians.** The Battalion Statisticians will capture and present data regarding cadet performance in several different areas as a means of evaluating individual cadet and unit performance. The work of the statisticians will cover attendance, punctuality, behavior, academic achievement, compliance with unit requirements, and physical fitness. The data will be displayed in order to capture the performance of the platoons and staff.

CONDUCT, BEARING & DISCIPLINE

SCHOOL CITIZENSHIP

Marine Corps JROTC cadets are high school students. They are required to conduct themselves in accordance with all school rules and regulations. A continuous high state of discipline will be maintained to facilitate achievement of the objectives of the MCJROTC program. Cadets are at all times expected to conduct themselves in such a manner as to reflect credit upon their school and the Cadet Corps. Willful infractions of rules and regulations will not be tolerated. Any cadet failing to maintain higher standards of conduct and school citizenship will be dis-enrolled from the Marine Corps JROTC Program.

SUPERIOR-SUBORDINATE, PEER RELATIONSHIPS

Cadets will not permit their performance to be compromised through relationships that might prove prejudicial to good order, discipline, Unit morale, and the Unit's mission. Improper display of affection will not be permitted. These acts tend to compromise respect for authority and impair the ability of senior Cadet members to exercise fairness and impartial judgment. Cadets will address each in a respectful manner

DAILY CADET CONDUCT

- Cadets arrive on time for class; greet the instructor on the way into class.
- Cadets contribute to the class with appropriate answers to questions.
- Cadets wear appropriate clothing.
- Cadets strive to improve themselves continuously.
- Cadets demonstrate initiative by doing things without being asked.
- Cadets remain loyal to their families, fellow cadets and students, their school and their community.
- Cadets treat others with dignity and respect regardless of race, religion or gender.
- Cadets take care of each other.
- Cadets wear their uniforms proudly and with distinction.
- Cadets maintain appropriate military haircuts.
- Cadets do not smoke or wear hats inside the school. Cadets respond to adults with a "Yes, or No Sir or Ma'am.
- Cadets do not lie, cheat or steal.
- Cadets use appropriate language and do not curse or swear.
- Cadets do not use drugs.
- Cadets offer suggestions to improve the system.
- Cadets maintain a can-do attitude.
- Cadets respect public and private property.

-Cadets respect public laws and regulations.

MILITARY COURTESY

1. Members of the MCJROTC program are expected to exhibit a high degree of military courtesy at all times to all persons.
 - a. When required by custom or regulation, Cadets in uniform will render the proper salute to all commissioned and warrant officers of the Armed Forces of the United States and those of its allies with the appropriate greeting of “Good morning,” “good afternoon,” or “good evening” Sir or Ma’am.
 - b. When required by customs or regulations, Cadets in uniform will render proper salutes to all Cadet Officers, addressing Cadet Officers as Sir or Ma’am.
 - c. During military periods, Cadets will address one another by their rank and name.
 - d. The telephones within the JROTC spaces (classroom, range, offices) are business phones. When it is absolutely necessary, Cadets with permission of the SMI or MI may use the phone. Communicating with family members on JROTC telephones is permissible provided Cadets ask permission without disturbing class time. Cadets may be excused to call home if an urgent situation exists.
 - f. Cadets will address the SMI/MI individually as sir/SgtMaj or if together, gentlemen. All cadets are required to stand at parade rest when addressing an instructor.

ACADEMICS /CURRICULUM

ACADEMIC PERFORMANCE

1. The JROTC program seeks to encourage academic success through the development of self-discipline and self-confidence. Cadets must put forth effort to excel in school and develop as both mature and self-reliant adults upon graduation.

2. 1st and 2^d year Cadets who do not maintain at least a 2.0 gpa will be placed on academic probation. Academic probation serves as a wake-up call to encourage better academic performance. Cadets who fail to achieve a 2.0 GPA at the conclusion of their 3^d year will be dis-enrolled from the program prior to their 4th year.

3. Cadets who require more than 8 credits to graduate at the start of their 4th year will be disenrolled from JROTC so they can place more emphasis on their graduation requirements.

4. Cadets who receive below a "C" in JROTC will be immediately counseled by the instructor staff regarding their continued participation in JROTC and will be placed on academic probation. Failure to pass a second semester will result in their disenrollment from the program.

5. Cadets who have repeated behavioral incidents requiring attention by the Dean of Students will be dis-enrolled from the program at the conclusion of the semester. The JROTC Instructor Staff in conjunction with the Deans and Administration will address disciplinary problems on a case-by-case basis as they occur.

6. JROTC is a 4-year program. Cadets who fail to graduate will not be enrolled in JROTC during their 5th year of high school.

MCJROTC GRADING

Cadets will be graded in the following categories with weighted percentages:

Uniform Inspections	40%
Conduct of Drill	10%
Leadership	10%
Marksmanship	15%
Physical Training	10%
Final Exam	10%
Civic Service	5%

GRADING BREAKDOWN

Letter Grade	Proficiency Level	Description
A	90 - 100	(Advanced) Student demonstrates understanding of all aspects of the standard/course go above and beyond the proficiency standard
B	80 - 89	(Proficient) Student demonstrates complete and consistent understanding of the standard/course.
C	70 - 79	(Partially Proficient High) Student demonstrates sufficient understanding of the standard/course.
D	60 - 69	(Partially Proficient Low) Student demonstrates limited sufficiency in understanding the standard/course.
F	59 OR BELOW	(Unsatisfactory) Student demonstrates insufficient understanding of the standard/course.

. MAKE-UP POLICY

Marine Corps JROTC policy requires Cadets to wear their uniform weekly. The training schedule will also include physical training each week. Cadets need to participate in these events to earn a grade.

a. Pre-Makeup – When Cadets realize they are going to miss school on a uniform day they can wear the uniform during the class prior to earn maximum points. The Cadet must arrange for a uniform inspection to be conducted either before school, during class or after school to earn full credit. This procedure teaches Cadets a valuable lesson in planning.

b. Excused absence - Cadets who miss a graded event for an excused absence will have 3 school days to complete the missed graded event. Cadets who miss a Friday uniform inspection due to an excused absence must wear the uniform on the first day back to school and report to one of the JROTC Instructors for inspection in order to earn full credit. The Cadet must arrange for a uniform inspection to be conducted either before school, during class or after school to earn full credit.

c. Unexcused absence - Cadets who miss a graded uniform event due to an unexcused absence will receive a 0% for the missed assignment. Cadets who fail to wear the uniform on the scheduled day due to an unexcused absence must wear the uniform on their first day back to school to receive a uniform participation grade of 70%.

d. Other assignments or assessments can be made up but it is the Cadets responsibility to speak to the instructors on their first day back to school regarding make up of missed work.

ELIGIBILITY

1. Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance that relate to school purposes. In this regard, the Colorado High School Activities Association (CHSAA) and its member schools may exercise the fullest discretion permitted under law.

2. Although ACHS MCJROTC is not sanctioned by CHSSA our program will abide by the standards as set forth by the CHSSA as established in the "Constitution of the Colorado High School Activities Association" article 17 "General Eligibility". Standards can be found at www.chssa.org under the member schools info menu under "by laws".

3. Cadets must maintain passing grades in accordance with CHSSA standards to compete in events as a JROTC Cadet. Cadets will be notified at least two weeks in advance of the eligibility date which will be at least one-week in advance of the competition.

4. JROTC standards may exceed the standards required by CHSAA in the areas of attendance (96%), conduct and academic performance (2.0gpa). Students selected to participate in the competitive teams will represent MCJROTC, Adams City High School and their community by meeting and maintaining high standards in all areas.

RANK & PROMOTION

CADET PROMOTIONS

1. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor. Cadets will normally be promoted on 1 November for the fall semester and 1 April for the spring semester.
2. 1st and 2nd year Cadets who earn a 3.5gpa or above in the fall semester, maintain outstanding attendance and punctuality and do not have any disciplinary infractions will be meritoriously promoted to their next rank on 2 February. Meritorious promotions can only be earned on one occasion for a qualifying Cadet.
 - a. Promotions are based on demonstrated leadership ability, academic, and disciplinary excellence.
 - b. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant, must possess a current GPA of “2.0” or higher. For promotion to Cadet Staff Sergeant or higher, the cadet must have a current GPA of “2.5” or higher. All cadet officers and staff noncommissioned officers are required to maintain a minimum GPA of “2.5” to retain their rank.
 - c. Cadet officers and staff noncommissioned officers that do not meet the minimum GPA of “2.5” will be placed in a probationary status for the following semester. The cadet will have one grading period to meet the standard for rank retention or be considered for reduction. Cadets failing to maintain a GPA of “2.0” may not hold a rank higher than Cadet Private.
 - d. Requests for waivers to the above promotion criteria will be submitted to the Senior Military Instructor.
2. Normal progression will see 1st year cadets in the ranks of Cadet Private through Cadet Lance Corporal. 2nd year Cadets in the ranks of Corporal and Sergeant. 3rd year Cadets in the rank of Staff Sergeant and Gunnery Sergeant. 4th year Cadets will be promoted based on their assignments within the battalion.
3. Promotions above the rank of GySgt are based on billet assignment rather than a time line in each LE level
4. Cadets who fail to maintain the standards and expectations of the program will be reduced in rank and will be subsequently removed from the program at the end of the semester. Flagrant violations will be brought to the attention of the Principal and a request for immediate expulsion from the program will be requested.

APPEARANCE AND UNIFORMS

CONDUCT WHILE IN UNIFORMS

1. MCJROTC Cadets will strive to be leaders among their fellow students and set the example for student behavior. While in uniform they will conduct themselves in a mature and polite manner taking pride in themselves and their uniform always keeping in mind that they are representing the Marine Corps and the school.
 - a. Cadets will not eat or drink while walking in uniform. Cadets will not chew gum at any time while in uniform.
 - b. Cadets will not talk on a cell phone while walking in uniform.
 - c. Cadets will not wear earphones, I-Pods, disc players or any other device that will detract from the overall appearance of the uniform.
 - d. Cadets will not put their hands in their pockets while in uniform except to remove something from their pocket.
 - e. Cadets will not use foul language, tease others or wrestle/play while in uniform. Cadets will not have writing on their skin while in uniform.
 - f. While outside, Cadets will wear their cover and salute all officers. While inside, Cadets will remove their covers.
 - g. Cadets will greet their fellow Cadets in a polite and friendly manner and treat everyone in a respectful manner. They will render the appropriate greeting when passing the SMI/MI.
 - h. Cadets will not display any gestures of affection while in uniform. This applies to holding hands, kissing, embracing or other forms of intimate behavior. These are private matters and should be done in private.
 - i. Jewelry will not be worn in uniform unless it is a religious medallion.
 - j. When walking with upperclassman or instructors you will walk on their left and walk in step with them. Cadets will remain at the position of attention when they are addressed by the SMI/MI or upperclassman.
 - k. The wearing of sunglasses is prohibited when in military formation. Cadets who wear sunglasses for medical reasons will present proof of such to the Marine Instructor who will ensure it is recorded in the Cadet's record.

CADET UNIFORM WEAR & PERSONAL GROOMING

1. **Uniforms:** The Marine Corps uniform marks the wearer as associated with the long line of men and women who honorably serve today and have served this nation so faithfully in the past as United States Marines. Marine JROTC Cadets are different than Cadets from other service JROTC programs in that Marine Cadets wear the same uniforms as United States Marines. The only difference are the MCJROTC tapes sewn over the pockets on the Utility Uniform and the JROTC patches sewn on the shoulders of both service and dress uniforms. This distinction requires Cadets to wear the uniform properly with pride and the utmost respect for what it represents. Marine Corps uniform regulations can be found in Marine Corps Order (MCO) P1020.34G w/CH 1-4 on the internet.

- a. The prescribed uniform will be worn all day on Friday. It will be worn **ALL DAY**. Failure to wear the uniform for the entire day will result in a grade of zero.
 - b. You are responsible for your uniform and if you lose the uniform or any part of the uniform, you will pay for it.
 - c. The announced uniform will be worn in its entirety. The cover will be worn when outside. All coats and shirts will be buttoned in accordance with uniform regulations.
 - d. Shoes and boots will be maintained and inspected as part of the uniform.
 - e. **NO** part of the uniform may be worn with civilian clothes.
 - f. Although these uniforms are issued to individual Cadets, they remain the property of the United States Marine Corps. All uniforms must be turned in to your instructor before a Cadet checks out of school, moves, drops the course, or otherwise departs the program. If a uniform and all of its parts are not returned in serviceable condition, a fine slip will be forwarded to the school administration equal to the cost of replacing the uniform at its current value.
2. Marine Corps uniform standards of grooming do not allow eccentric or faddish styles of hair, facial hair, make-up/nail polish, jewelry, or eyeglasses. Eccentric and faddish individual appearances detract from uniformity and team identity. Because it is impossible to provide examples of every acceptable and unacceptable style of "conservative" or "eccentric/faddish" grooming and attire, the good judgment of the instructors is key to enforcement of Marine Corps standards in this issue, as in other issues. The following definitions are provided to aide in the interpretation of these regulations:
- a. Eccentric. Departing from the established or traditional norm.
 - b. Fad(dish). A transitory fashion adopted with wide enthusiasm.
 - c. Conservative. Traditional in style.
 - d. Inconspicuous. Not readily noticed or seen.
 - e. Unsightly. Unpleasant or offensive to view.

f. Braids/plaits (hair). Three or more portions/bunches of interwoven hair.

UNIFORM ISSUE AND ALTERATIONS

1. Every Cadet in the battalion will be temporarily issued a Marine Corps uniform for wear as part of the MCJROTC program. Cadets come in all shapes and sizes and teenagers' body proportions change throughout the school year through normal growth and in some cases exercise. In the event a uniform part no longer fits, Cadets should inform their Instructor and a uniform that fits will be provided.
2. Some of the uniforms will require professional tailoring. A tailor will visit our school on a pre-scheduled day to conduct uniform fittings. Instructors will supervise the tailors to ensure Marine Corps standards are met regarding fit and tailoring. At no time will instructors physically touch Cadets to determine uniform fit. Instructors may direct a Cadet to adjust the uniform to demonstrate fit or describe to Cadets how a uniform should fit in order to complete the tailoring process. The tailor may touch the uniforms in the tailoring process under instructor supervision.
3. Tailors will be used to determine Cadet uniform sizes whenever practical. At no time will male instructors measure Cadets other than for height. Cadets will use a second Cadet of the same gender to assist in taking measurements. Measurements will be taken in a private setting such as the Cadet office, head or classroom with the door closed. Once measurements are taken, Cadets will utilize a sizing chart to determine uniform fit prior to trying on the uniform for tailoring.
4. Cadets must maintain their uniforms and prevent their loss or damage. All uniforms will be turned-in to supply at the end of each year or in cases where the Cadet leaves the program. Lost or stolen uniforms should be reported to the instructors immediately.
5. Freshman Cadets are issued the Marine Corps Combat Utility Uniform (MCCUU). The MCCUU is a field uniform and is not appropriate for wear in the civilian environment. Wear of the MCCUU is authorized while commuting to and from school either by walking, riding in a privately owned vehicle or on the school bus only. En route stops while away from school are not authorized except for bonafide emergencies such as medical emergencies, vehicle breakdown, or vehicle accidents. Cadets may only wear the MCCUU at off-campus establishments when using drive-thru services such as ATMS, fast food restaurants or dry cleaners when they will not exit the vehicle. Doctor or Dentist visits during school hours are not medical emergencies and require the Cadet to change into civilian attire. When wearing the MCCUU, it will be worn in its entirety. While outdoors, all cadets will wear the entire uniform. It is not authorized to remove the cover or blouse because the cadet is hot – it must be worn in its entirety at all times.

MALE GROOMING

1. Male Grooming Regulations

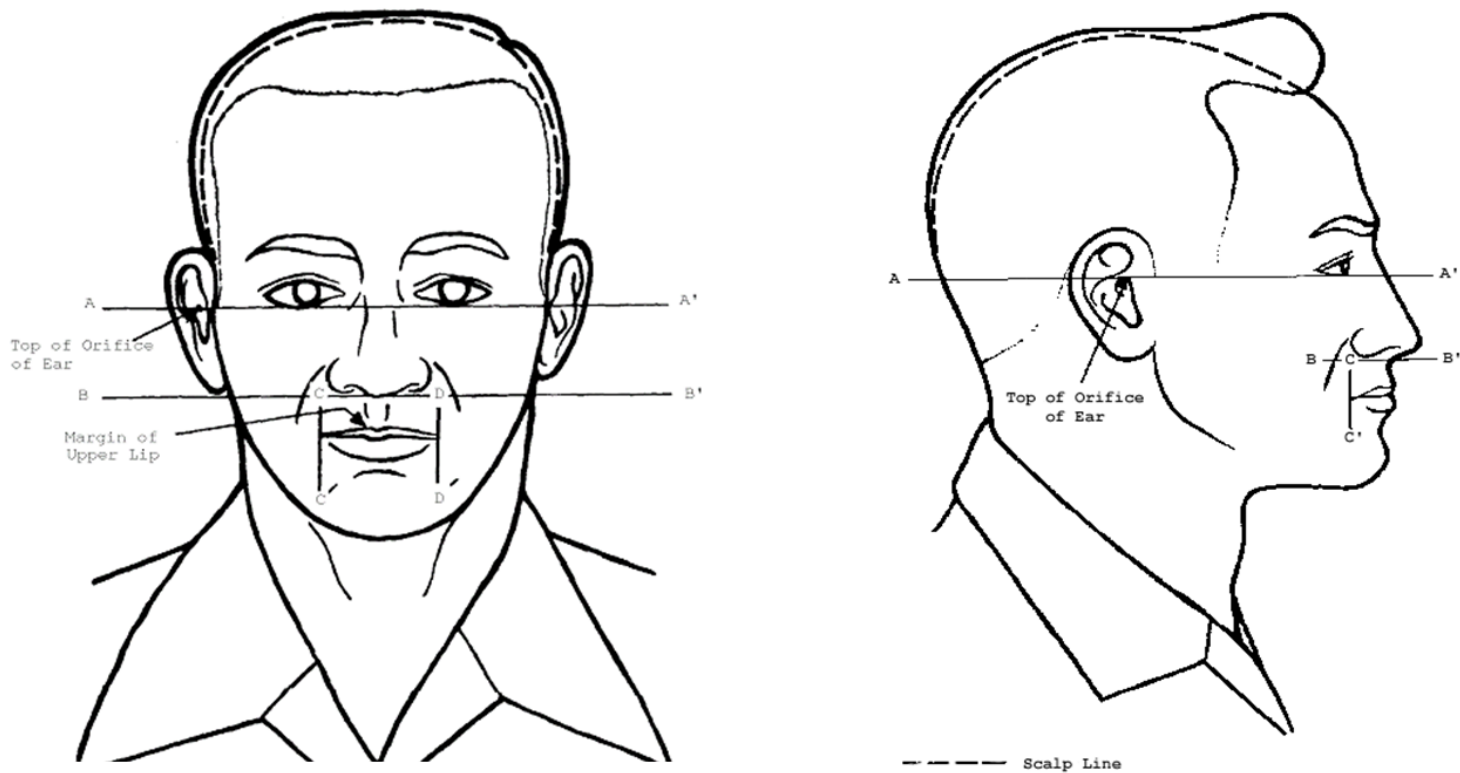
a. Hair

(1) Hair Length. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over 3 inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.

(2) Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A' in figures 3-1 and 3-2. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

(3) Hair Style. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss); (2) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); (3) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and (4) hair styles which include the etching of letters, signs or figures, not considered natural in appearance. Braiding of the hair is not authorized for male Cadets. When used, hair gel/mousse should provide a conservative, natural appearance. (See figures 3-1 through 3-2)

(5) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.



(Figure 3-1)

b. Facial/Chest Hair.

(1) The face will be clean-shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figures 1-1 and 1-2. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

(2) No male Cadet will be required to have his chest hair clipped. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve khaki shirt.

(3) Excessive plucking or removal of eyebrows is not authorized, except for medical reasons.

c. Fingernails. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from military image or present a safety hazard. Fingernails shall not extend past the fingertips. Nail polish for male Cadets is not allowed.

d. Prohibited Male Hair Styles – In addition to the hair styles depicted below Cadets are prohibited from getting pictures or messages cut into their hair as popularized by recent styles. Hair lines must be faded and not block cut.

(Figure 3-2)

3. Piercings

a. Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part while in uniform or while in the JROTC spaces.

b. If Cadets desire to get a piercing they are encouraged to get it over Winter break to allow time before they are required to take it out. Cadets that are compelled to get a piercing must cover it with a beige colored band aid while in the JROTC spaces. Band aids will be supplied by the individual.

c. Male Cadets are prohibited from wearing earrings in uniform and while in the JROTC spaces.

FEMALE GROOMING

1. Female Grooming Regulations. Women will be well-groomed at all times and will abide by the following:

a. Hair Regulations. The requirement for hair regulations is to maintain uniformity within a military population. Women's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. For the purpose of these regulations, women's hairstyles will be organized into three basic categories; short length, medium length and long hair.

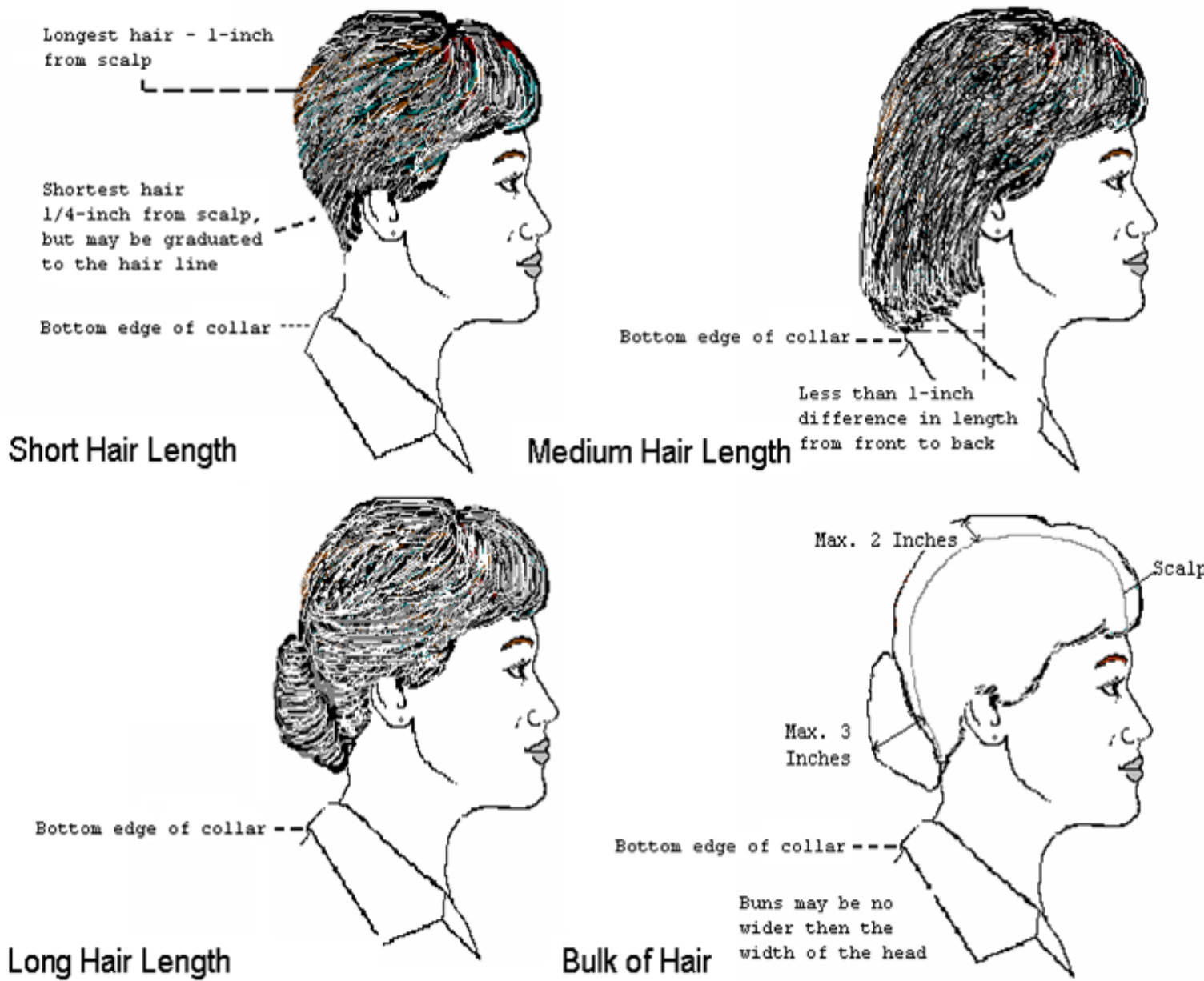
(1) Hair Length (see Figure 3-3).

(a) Short Hair Length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp, but may be evenly graduated to within 2 inches of the hair line. Bangs, if worn, may not fall into the line of sight, may not interfere with the wear of all headgear, and when worn with headgear must lie neatly against the head. The width of the bangs may extend to the hairline at the temple.

(b) Medium Hair Length. Medium hair is defined as hair that does not extend beyond the collar's lower edge (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, from the front to the back, may not exceed one inch difference in length, from the front to the back (see Figure 1-3). The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches (see Figure 3-3).

(c) Long Hair. Long hair is defined as hair that extends beyond the collar's lower edge. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair, as measured from the scalp, will exceed approximately 2 inches (except a bun, which may extend a maximum of 3 inches from the scalp) and no wider than the width of the head.

(d) Hairstyles. Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive); locks and twists (not including French rolls/twists), hair sculpting (eccentric directional flow, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium/long hair is worn up.



(Figure 3-3)

(e) Braids. Medium and long hair may be braided. Multiple braiding (defined as more than two braids) is authorized. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), show no more than 1/8 of an inch of scalp between the braids and must be tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Braids must continue to the end of the hair in one direction, in a straight line, and can be worn loose per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends shall be secured only with inconspicuous rubber bands. If multiple braids are worn they must encompass the whole head.

(f) Hair Extensions. Hair extensions are authorized for medium and long hair only. Extensions must have the same general appearance as the individual's natural hair.

(g) Wigs. Wigs, if worn in uniform, must look natural and conform to the above regulations.

(2) Physical Training (PT). Medium/short length hair may be worn down for organized PT, except when considered a safety hazard. Long hair must be secured. Pony tails are authorized. When hair-securing devices are worn (i.e. barrettes, small pony tail holders...), they must be consistent with the hair color. Examples of hair accessories not authorized for securing hair for PT are; scrunchies, bows, ribbons, alligator clips...

(3) Boots and Utilities ("boots and utes"). When wearing boots and utes in a PT environment, hair should be secured using the PT guidelines identified above.

(4) Hair Accessories. Except in PT situations, inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty. Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair.

(5) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

(6) Body Hair. No female Cadet will be required to remove body hair except where leg hair protrudes beyond the appropriate hosiery per subparagraph 3027.5, or causes a visibly uneven texture under said hosiery.

(7) Cosmetics. Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn.

(a) Fingernails. Nail length will be no longer than 1/4-inch from the tip of the finger.

(b) Nail Polish in service and dress uniforms. When worn, nail polish must be in shades of red (within the red spectrum, to include pinks and burgundies) and must complement the skin tone. Fingernails with multiple colors (except as mentioned in paragraph 1004.7.b(1)(c)i.c) and decorative ornamentation are prohibited.

(c) Nail polish in utilities. Colored nail polish is not authorized for wear with the utility uniform.

(d) Manicures. Manicures that imitate the natural nail are authorized for wear with all uniforms (i.e. French manicures), to include utilities. Press-on and acrylic nails are authorized for wear as long as they are maintained within the length and style regulations as per regulations detailed above.

(8) Lipstick. Lipstick, lip gloss and lip balm must be in shades of red (within the red spectrum, to include pinks and burgundies) or clear and must complement the skin tone. When worn, lip liner must be in the same shade as the lipstick, gloss or balm.

(9) Other make-up. Mascara, when worn, must be in tones of black or brown. Cosmetics with a sparkle/glitter or similar finish are not authorized for wear (to include in the hair). False eyelashes should be natural in appearance. (Figure 3-3)

2. Earrings

a. Female Cadets may wear earrings with service and dress uniforms at the individual's option, according to the following regulations:

(1) Small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter may be worn with the service, blue dress, and blue-white dress.

(2) Small white pearl or pearl-like earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, may be worn with evening dress uniforms and with the blue dress "A" and blue-white dress "A" uniforms when worn for social events.

b. When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe.

c. Earrings will not be worn with the utility uniform, or while participating in a parade, ceremony, or other similar military functions.

b. Male Cadets are prohibited from wearing earrings in uniform and while in the JROTC spaces.

3. Piercings

a. Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part while in uniform or while in the JROTC spaces.

b. If Cadets desire to get a piercing they are encouraged to get it over Winter break to allow time before they are required to take it out. Cadets that are compelled to get a piercing must cover it with a beige colored band aid while in the JROTC spaces. Band aids will be supplied by the individual.

4. Undergarments (Females). Females will wear adequate undergarments, (e.g., slip, bra, camisole, girdle, etc.) to ensure the proper fit, appearance, and opaqueness of the uniform. Undergarments will be worn so that they are not conspicuously visible. The white v-neck undershirt is authorized for wear with service and dress uniforms at the individual's option.

Adams City High School Fight Song

A-DA-MSC-I-T-Y FIGHT!

A-C OUR A-C

WE HALE TO THEE!

*FAIREST OF HIGH SCHOOLS,
GIVE HER ONE TIMES THREE*

RAH! RAH! RAH!

*EVER WE'LL STAND BY HER,
FAITHFUL AND TRUE!*

*HERE'S A TOAST TO AC HIGH
SCHOOL,
HATS OFF TO YOU!*



***Academic Excellence is
Our Goal in MCJROTC!***