



Cumberland Valley High School  
U.S. Army Junior Reserve Officers' Training Corps  
6746 Carlisle Pike  
Mechanicsburg, PA 17050



**JROTC Classroom Procedures**

15 August 2023

1. **Mission:** The mission of JROTC is to motivate young people to be better citizens. The mission of the Cumberland Valley School District is to develop 21<sup>st</sup> century learning and thinking skills through a rigorous, relevant, and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world. These two mission statements work hand-in-hand to help students emerge as dynamic, self-directed learners, responsible citizens, and active participants in a rapidly changing world.

The JROTC course at Cumberland Valley High School is unique among high school classes. The following classroom policies and procedures will be enforced to help cadets accomplish course objectives.

2. **Respect:** Mutual respect is an integral part of the JROTC curriculum. The JROTC Instructors will be addressed by their proper military titles. Colonel (COL) Seagreaves, the Senior Army Instructor (SAI), will be addressed as "Colonel Seagreaves", "Colonel" or "Sir". Sergeant First Class (SFC) Vargas, Army Instructor (AI), will be addressed as "Sergeant Vargas" or "Sergeant". Students will be addressed as "Cadet", followed by their last name.
3. **Uniforms:** Uniforms are issued at no cost to the students. Each student will be issued a fitted and clean uniform. Cadets are responsible for maintenance, cleaning, and accountability of the uniform, including all accessories. Cadets and parents will sign a statement acknowledging pecuniary liability for all issued items.
4. **Uniform Day: Wearing a JROTC uniform is a privilege and an integral part of the JROTC program. Cadets will wear their uniforms properly and proudly, in honor of those who serve our country in the military services.**

a. Once cadets have been issued their uniforms, they will be required to wear them one day a week on "Uniform Day" (usually Thursday). Any changes or additions will be shown on the weekly training schedule.

b. Cadets will be inspected for grade on Uniform Day. Cadets will be shown how to set up the uniform and will have a Cadet Reference and checklist to remind them of the required standards. Students absent on Uniform Day are required to wear the uniform the next JROTC class day. Cadets who have an authorized absence can receive full credit the first day back. Otherwise, cadets will lose 10% of the possible points every day they are late. After five school days, they will receive a grade of 0% for that inspection. They can be awarded up to 50% of their inspection grade if they do a make-up inspection after this date and before the end of the marking period. Uniform inspections account for 20% of a cadet's grade.

c. Cadets who fail to wear their uniform all day will receive a grade of 0% for that day's inspection. Cadets with major uniform violations or who conduct themselves inappropriately in uniform will be told to change out of their uniforms and will receive a grade of 0%. If these infractions continue, the cadet will be required to return the uniform, will receive a failing

grade for uniform inspections for that marking period, and may be removed from the program. Cadet leaders not wearing the uniform as prescribed are also subject to reduction in rank.

## 5. Physical Training (PT):

a. Physical training is designed to improve a cadet's health and fitness, and to create a sense of accomplishment. This includes passing the Cadet Challenge Physical Fitness Test.

b. Physical Training will be conducted one day a week (usually Friday) during class and is **mandatory**. Cadet grades are based on the degree to which the students fully and actively participate, not physical ability. However, cadets who make the effort to raise their fitness level and excel on graded tests can receive bonus points above the participation grade. Cadets who decline to participate without a doctor's or parent's note will receive a grade of 0% until the PT session is made-up. Physical training accounts for 20% of a cadet's grade.

c. **Cadets must dress in CV or JROTC t-shirts, shorts, socks, and athletic shoes.** Failure to do so will result in a deduction of 30% from their daily grade. Sweat suits will be allowed over the regular PT uniform as the weather requires and are the student's responsibility to obtain. Sweat suits do not have to be uniform. Students are responsible for locking up their valuables.

## 6. Uniform and Personal Appearance Standards. During most school days, students will comply with Cumberland Valley High School dress standards. JROTC is a uniformed organization, which is judged, in part, by how a Cadet wears a prescribed uniform and maintains their personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride, esprit, good order, and discipline essential to an effective unit. *The following additional standards apply when cadets are in uniform:*

a. **Uniform Appearance.** Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, chains, combs, pens, pencils or similar items will appear exposed on uniforms. The Army JROTC Cadet uniform will not be mixed with civilian clothing. Bulky items in pockets distract from the uniform. While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve items.

b. **Jewelry:** Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings. Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited. Females are authorized to wear earrings with the C/ASU and ACU only. While wearing the C/ASU, earrings may be screw-on, clip-on, or post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or ¼ inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Gauges are not authorized for wear with any Cadet uniform. Female Cadets may wear stud earrings while in the ACU.

c. **Hair Styles:** Many hairstyles are acceptable, provided they are neat and conservative. Hair will be neatly groomed. Hair that is clipped closely or shaved to the scalp is authorized. The length and bulk of hair will not be excessive or present a ragged or extreme appearance. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Hairstyles will not interfere with proper wearing of military headgear. The headgear when worn in uniform will not appear bulging or distorted, and without excessive gaps between the headgear and the head. There is no minimum hair length for Cadets, and

Cadets are permitted to have natural highlight. Hair that falls over the eyebrows or ears will be pulled back. Hair holding ornaments (barrettes, pins, clips, headbands), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Headbands should not be wider than 1 ½ inches. Cadets are permitted to wear a ponytail, two braids, or one singular braid in all uniforms. Cadets are authorized to wear multiple neat-in-appearance hairstyles at once. Colors that detract from a professional uniform appearance are prohibited. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets' appearance.

**d. Facial Hair:** Sideburns will be neatly trimmed. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches.

**e. Fingernails:** All Cadets will keep their fingernails clean and neatly trimmed. Female Cadets are permitted to wear any color fingernail polish if they match in type and style. Do not extend more than ½ inch for acrylic nails from the tip of the finger.

**f. Hygiene and Tattoos:** Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized; however, tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, visible with any uniformed activity, as they are prejudicial to good order and discipline within the unit, the school, and the community. If a Cadet has a tattoo on the face, it will not prohibit the Cadet from participating in JROTC. Instructors should advise that facial tattoos could prohibit the Cadet from joining the Armed Forces.

**g. Lipstick:** Female Cadets may wear non-extreme shades of lipstick.

**h. Cosmetics:** Females cadets are authorized to wear cosmetics in uniform when applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Extreme colors such as blue, orange, purple, etc., cosmetics are not permitted. Only natural colors that blend well with the uniform will be worn.

7. **Class Leader Responsibilities:** The designated class leader in each class period is responsible for forming and calling the class to attention, taking roll, making announcements, reporting class attendance to the instructor, and assisting the principal instructor in any other duties assigned. The class leader and section leaders will be assigned. Section leaders will be responsible for a portion of the class and will assist the class leader.

**a. Reporting Procedures:** When the bell rings, the class leader will call the class to "Attention". The class leader will take roll by asking section leaders to "Report." In order, section leaders will salute and report "Sir/Ma'am/[Cadet NCO rank], all cadets are present" or the number and names of those absent. The class leader then faces the instructor, salutes, and reports "Sir/Sergeant, All Present" or the number of cadets absent. Upon request by the instructor, the class leader will report the names of the absent cadets. The instructor will tell the class to take their seats.

**b. Attendance Sheet:** Each day, the class leader will place a "P" next to the cadet's name if he or she is present, an "A" if absent or a "T" (and the time) if tardy. This must be done in blue or black ink. Cadets are considered tardy if they are not in the classroom when the bell rings. Class leaders will ensure that the number of students present and absent equals the number of cadets assigned, and update the roster if a cadet's status changes (e.g., tardy vs. absent). For PT classes, the following additional codes will be used: "NPT" = present but not doing PT, "NU" = doing PT but not in proper uniform, "MED" = medically excused with a note.

8. **Answering Questions:** When cadets ask a question or are called on to answer a question, the following procedures will apply. For COL Seagreaves, the cadet will stand, come to the position of attention, address him by title, and either ask or answer the question. For SFC Vargas, cadets will assume the position of parade rest and follow the same procedure.
9. **Seating:** The class leader will be seated closest to the door. Seating will be assigned by the instructor.
10. **Dismissal:** Once the bell rings, cadets will immediately secure all of their belongings, stand behind their desks, and assume the position of "Parade Rest". Once the entire class is at position of "Parade Rest", the instructor will provide any final guidance, bring the class to attention, and dismiss the class.
11. **Training Calendars and Schoology Updates.** Cadets are responsible for staying up to date with JROTC activities in class and for other activities in which they participate. Those on the 10-12 campus will check the calendars on the JROTC bulletin board each day for newly posted information, and all cadets will check the Schoology Group for updates daily.