

UNITED STATES MARINE CORPS
Marine Corps Junior Reserve Officer's Training Corps
Hermitage High School
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Hermitage MCJROTC Unit SOP



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FORWARD

The Marine Corps Junior ROTC program is conducted only in a limited number of carefully selected high schools and academies in the United States and abroad. The enactment of Public Law 88-647, Title 10, United States Code, Section 2031, authorizes service secretaries to commission JROTC units in secondary schools. Accordingly, the Secretary of the Navy authorized the Commandant of the Marine Corps to establish a Marine Corps JROTC program at Hermitage High School in 1993, under the title of Leadership Education.

The primary goal of any JROTC program is to develop character, citizenship and leadership in today's youth using time tested methods and practices. The MCJROTC curriculum focuses on developing character through leadership, confidence building, self-discipline, self-improvement and active citizenship with a focus on the principles of honor, courage and commitment. While participation in the program incurs no obligation of military service, the education and training received will prepare all students for college, the military or the work force. The future of our nation depends upon the quality of its leaders in all walks of life. The leaders of tomorrow must be fully aware of the importance of cooperation and diversity, along with the technical and social skills needed to lead and function in a rapidly changing society and world.

The Hermitage JROTC program stands ready to provide each cadet with the mental, physical and social attributes necessary for success today and tomorrow. The challenge of excellence is here. The opportunity for growth is unlimited. We look forward to working with you and have high aspirations for each and every cadet.

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TABLE OF CONTENTS

Chapter 1	General; Eligibility; Objectives; Benefits
Chapter 2	Enrollment; Disenrollment; Credit; Grading
Section 3	MCJROTC Training
Section 4	MCJROTC Co-Curricular Activities
Section 5	Appointments, Promotions, Reductions
Section 6	Cadet Conduct, Courtesy, Sexual Harassment
Section 7	Uniform and Grooming Standards

SECTION 1 (GENERAL)

1001. **BACKGROUND.** The enactment of Public Law 88-647 and codification in the Title 10, U.S.C., Sec. 2031, authorized the military service secretaries to commission Junior Reserve Officers' Training Corps (JROTC) units at selected secondary schools and academies that meet and maintain established criteria. Accordingly, the Secretary of the Navy has authorized the Commandant of the Marine Corps to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Units throughout the United States. There are 44 high schools in the Northeast Region, which includes Virginia, and under the command of Training and Education Command (TECOM), Quantico, Virginia.

1002. **OBJECTIVES.** The Marine Corps objectives of the MCJROTC are as follows:

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. Develop habits of self-discipline.
6. Develop respect for, and an understanding of, the need for constituted authority in a republican form of government.
7. Develop an interest in the military services as a possible career.

1003. STUDENT ELIGIBILITY

1. To be eligible for enrollment and continuance in the MCJROTC program, the student must:
 - a. Be enrolled in and attending a regular course of instruction at the school where the MCJROTC unit is located.
 - b. Be a citizen of the United States or U.S. National and be at least 14 years of age or will have reached their 14th birthday in that current school year.
 - c. Be of good moral character as determined by the Principal of the school and the Senior Marine Instructor.
 - d. Adhere to the Henrico County Code of Conduct.
 - e. Adhere to the Hermitage High School Code of Conduct.
 - f. Adhere to all USMC grooming standards. It should be understood that grooming standards are a requirement for enrollment and continuance in the program. Marine Corps Order P1020.34, Uniform Regulations applies.
 - g. Be physically qualified to participate in the program. All cadets **must** receive a physical from their health care provider using the Virginia High School League, 4 part form. Physicals must be dated on or after

1 May of each year, and are valid until 30 June of the following year. Due to Marine Corps, school and instructor liability concerns, students must have a completed physical on file in the JROTC program before 1 November of each year. Cadets who fail to comply with this requirement cannot remain in the program.

2. Transfer students. Students may transfer from Army, Air Force or Navy Junior ROTC programs and receive year-for-year credit once verified by the previous JROTC program or school's guidance department. The curriculum for each JROTC program is different, and requires transfer students to quickly adapt to a changing environment and culture to be successful in the new program. Rank, medals, ribbons and badges of a transfer cadet will be evaluated by the SMI/MI for acceptance and wear with the Marine Corps uniform.
1004. **STUDENT BENEFITS**. Successful completion of two years of JROTC instruction in the MCJROTC program as indicated by school transcripts, MCJROTC Leadership Education Certificate and a formal letter from the Senior Marine Instructor, may entitle the student to the following benefits:
1. Upon enlistment in the U.S. Marine Corps, active or Reserve components, enlistees who have successfully completed 2 or more years of instructions will be appointed to the rank of Private First Class (E-2) effective the date of enlistment for pay and longevity purposes. Associated rank insignia will not be worn until completion of recruit training.
 2. Upon enlistment in the active or Reserve or National Guard components of the U.S. Army, U.S. Navy or U.S. Air Force, enlistees who have successfully completed 2 years of instruction will be appointed to pay grade of E-2. Enlistees who have successfully completed 3 years of instruction will be appointed to the pay grade of E-3. There are **no** pay grade benefits for enlistees for completing 4 years of JROTC.
 3. Upon enrollment in a college offering Senior ROTC, the cadet who has completes at 3 years of Junior ROTC in high school, may be entitled to receive one year of Senior ROTC credit.
 4. Enrollment in a MCJROTC program enhances the possibility for college ROTC scholarships and appointments to U.S. Service Academies.
 5. Participation in the MCJROTC program does not in any way cause the student/cadet to incur a military obligation.
 6. Experience shows that civilian employers place a premium on and value MCJROTC leadership education and training. A young person, who states on his/her job application that he/she has completed years of the

MCJROTC program, may have an advantage of other applicants. Employers are fully aware of what is taught in an MCJROTC leadership program. They are seeking employees who possess leadership traits of responsibility, integrity and dependability. Marine instructors maintain files on every cadet, including grades, participation, promotions, awards and other related information. Instructors are frequently called and asked for personal references about cadets, past and present.

SECTION II, ENROLLMENT/DISENROLLMENT,

2001. ENROLLMENT. Qualified and interested students will be normally enrolled in the MCJROTC program via their school's guidance department using the following guideline. Exceptions must be approved by the Senior Marine Instructor.

1. Leadership Education I: Ninth through twelfth grade.
2. Leadership Education II: Tenth through twelfth grade.
3. Leadership Education III: Eleventh through twelfth grade.
4. Leadership Education IV: Twelfth grade only. Enrollment in Leadership Education IV is "by invitation only." This course is restricted to students who possess all the necessary leadership traits and qualities and are ready to apply them in academic and practical environments with instructor supervision. In most cases, LE-IV cadets are placed in a LE-I classroom and provided opportunities to teach, guide and mentor younger, less experienced cadets. This unique opportunity is restricted to those hand selected by the resident instructors. **Three successful years of JROTC does not guarantee an invitation to be a part of the mentor program.** We realize all LE-IV cadets don't possess the same leadership skills or personal attributes despite all completing 3 years of the program. Maturity, trust, skills and performance drive the decision to invite or not.

2002. DISENROLLMENT. Per the Marine Corps JROTC Program's Standard Operating Procedures (SOP), any cadet may be removed from the program by the Senior Marine Instructor and the Principal for the following reasons. Most often cadet disenrollment is effected at the end of the 1st grading period (usually November) or at the end of the first semester. However, cadets can be removed from the program at any time during the academic year.

- a. Disenrollment from school.
- b. Becomes physically unfit or disqualified for training.
- c. Shows inaptitude, apathy or indifference for JROTC training at any point during the school year. Examples include, frequent unexcused absences or tardies, misconduct, shirking of responsibility, failure to wear the uniform weekly, failure to wear the appropriate physical fitness uniform or fully participate in physical training, failure to adhere to Marine Corps grooming standards.
- d. Fails to maintain an acceptable standard of academic achievement or personal conduct.
- e. Demonstrates undesirable traits of character as demonstrated by lying, cheating, stealing, or sexual harassment.
- f. Is convicted of a felony or misdemeanor, or is frequently involved in discreditable acts or associated with single or multiple violations of the Henrico County Code of Conduct or Hermitage Honor Code as determined by school officials. Incidences involving school suspensions, ALC (in-school suspensions) TOP (Time Out Program)

will have a negative impact on the cadet. Frequent involvement with school officials will limit opportunities such as a cadet's promotion, awards, assignment to leadership billets, continuing participation with the MCJROTC Color Guard, Drill Team, Marksmanship Team and Raider Team units.

- g. Shows disrespectful behavior towards the United States, the flag, the Marine Corps or MCJROTC instructors.
- h. Shows intolerant or disrespectful behavior towards another person because of race, creed, color, political affiliation or sexual orientation.

2003. COURSE CREDIT. The Marine Corps JROTC program operates and functions as an annual course only, no semester. One elective credit is awarded for each year completed. There is no semester or ½ credit awarded in this program. Enrollment after completion of the 1st Nine Week grading period is restricted to transfer students from other JROTC programs. No new students will be enrolled without approval of the JROTC instructors and principal.

2004. GRADING POLICY. Same as Henrico County Public Schools

SECTION III, EDUCATION AND TRAINING

3001. GENERAL WEEKLY SCHEDULE.

Monday: Uniform inspection day. All cadets wear prescribed uniform.
Tuesday & Wednesday: Academics, Close Order Drill, Practical Ex.
Thursday & Friday: Physical Training. PT uniform, per instructor

Unless modified by the instructors, the schedule above will apply for the entire academic year.

3002. WEEKLY UNIFORM INSPECTIONS. Every Monday, all cadets will wear the prescribed JROTC uniform for grade. On an annual basis, uniform inspection grades are 1/3 of a cadet's overall grade. Naturally, if a cadet chooses not to wear the uniform regularly, they stand to fail the class. Apathy towards wearing the uniform and Marine Corps grooming standards can lead to dismissal from the program. On Monday's cadets are required to wear the uniform all day (from the time they leave the home until return after school). Exceptions may be granted by the JROTC instructor staff. The inspection includes general appearance, grooming, hygiene, completeness (no missing parts), cleanliness, neatness, proper press (including creases), and the length, placement and condition of all uniform accessories and devices. Attention to detail and proper preparation are keys to obtaining good uniform grades.

3003. ACADEMICS. The Commanding General, Training & Education Division, Quantico, Virginia approves the Marine Corps Junior ROTC curriculum, not Henrico County or the Commonwealth of Virginia. The last curriculum update was approved in 2002, which is still in use today. All curriculums are based upon 180 hours of instruction, except the LE-IV curriculum which is only 56 hours. General topics include close order drill, marksmanship, physical training, leadership and Marine uniforms. Specific topics cover a broad range of topics from Marine Corps history, map reading and land navigation, types of governments, rank structure and insignia and much more. As with any other class, individual performance on homework assignments, writing assignments, quizzes, tests, practical applications and exams, determine a cadet's outcome. Overall, academics comprise 1/3 of a cadet's overall grade.

3004. PHYSICAL TRAINING/FITNESS. Physical fitness is taken very seriously in the MCJROTC program. Overall PT constitutes 1/3 of a cadets overall grade. Physical fitness is not just about 'being in good shape.' It's about diet, health, weight, and self-improvement, regardless of age. Therefore, the physical fitness portion of the JROTC curriculum is demanding. With such demands, **a medical physical is required to participate in JROTC.** This is designed to protect everyone and make everyone aware of a cadet's general

health and any underlying conditions to the JROTC instructor. PT is conducted on Thursday's and Friday's throughout the year and involves elements of strength, endurance, agility, balance and teamwork. Bottom line, you will sweat, breath hard and experience soreness. Cadets are issued warm and cold weather PT clothing at no cost except the MCJROTC PT t-shirt. Cadets are required to take the Youth Physical Fitness Test (YPFT) twice a year.

- 3005. BIANNUAL MARINE CORPS INSPECTION.** The Inspector General of the Marine Corps inspects each Marine Corps JROTC unit biannually. This is a graded event for all units and is a major factor in determining if our program is worthy of Honor School status. An award (ribbon) is presented to each cadet in the program at the time a school is designated an 'honor school.'
- 3006. MARKSMANSHIP/DRILL RIFLE SAFETY.** Marksmanship instruction is conducted annually with an emphasis on weapon safety, positions, and marksmanship principles. Safety lectures are required for all cadets prior to firing of the air rifles. Parental consent will be required before any cadet is allowed to fire the rifle. Any safety violation with an air rifle or drill rifle will result in administrative or disciplinary action by the Senior Marine Instructor, or suspension from school. This unit treats all weapons whether operational or not as if they were loaded. At no time will a weapon ever be pointed at anyone for any reason.
- 3007. MARKSMANSHIP TRAINING.** Marksmanship training is an integral part of the MCJROTC curriculum and is mandatory for all cadets. A properly administered marksmanship program allows cadets to develop pride, self-esteem, and self-discipline through accomplishment and competition. Parents who object to marksmanship training can "opt out" of their cadet's participation in this annual training.
- 2002. FIELD TRIPS.** Local field trips are scheduled throughout the year and complement the curriculum and support our co-curricular teams. All field trips are approved by the principal. Trip criteria is set by the JROTC instructors and often includes:
- a. Parent/guardian approval.
 - b. Cadet background check based upon social security number.
 - c. Field trip fee, usually \$15.00 to \$25.00.
 - d. Academic grades as determined by most recent nine-week report card.
 - e. Hold harmless agreements.
 - f. Maturity, actions and behavior on previous field trips or in school.
 - g. Cadet knowledge of subject matter prior to field trip.
 - h. Age
 - i. Class standing in school and MCJROTC.
 - j. Member of certain MCJROTC team.

Bottom line: Participation on a field trip is a privilege NOT a right!

2003. ORIENTATION TRIP/VISITS. The Marine Corps encourages visits to military installations as part of this program. This unique opportunity is limited to 40-45 cadets, where cadets are exposed to the unique living and training opportunities commonly experienced by active duty and Reserve military members. On these trips, cadets experience opportunities such as weapons firing, obstacle courses, physical fitness tests, rappelling, tear gas exposure, ship tours, eating in military mess halls and living in military barracks. The cost per cadet is usually minimal, but final costs are determined months before the event. Selection for this trip is based upon a cadet's academic grades, leadership, conduct, overall participation and involvement in JROTC, class standing and ability to incur some minimal costs. Commercial and military transportation is utilized. The individual cost of these trips varies, but is usually in the \$150.00 to \$200.00 range.

SECTION IV, MCJROTC CO-CURRICULAR ACTIVITIES

- 4001. MARKSMANSHIP TEAM.** The Hermitage High School MCJROTC Marksmanship Team is selected from cadets who are interested in marksmanship, along with the idea of competing in individual and team competitions, locally and nationally. The marksmanship team consists of 5 cadets and a team captain. Cadets compete against other cadets for top scores and seeds. Practice results are monitored by the cadet team captain and the JROTC marksmanship instructor for 'seedings' in upcoming competitions. The more consistent a cadet is with his/her score, the more likely they are to compete in upcoming competitions.
- 4002. DRILL TEAM.** The Hermitage High School MCJROTC Drill Team is selected from cadets from all levels in the program. Tryouts for the drill team are held from mid-September through mid-November each year. If selected for the team, the cadet is issued a Dress Blue uniform. During the tryout period and the remainder of the year, drill team cadets are expected to be at practice to learn and perfect drill routines, inspection knowledge and rifle movements. Being a member of the drill team is demanding on a cadet's time and schedule and is a big commitment. Serious inquires only. In recent years, our drill team has performed well in local, regional and state competitions.
- 4003. COLOR GUARD.** The Hermitage High School Color Guard is selected from cadets from all levels in the program who enjoy displaying and showcasing the United States and Marine Corps Colors in parades, special events and programs in the local area. The Color Guard team learns unique drill movements to be effective and also competes in competitions alongside the drill team. Dedication and commitment are imperative and tardiness to practice or events will not be tolerated.
- 4004. RAIDER/PHYSICAL FITNESS TEAM.** The Raider Challenge team is comprised on 8-9 cadets who compete in physical, field events against other JROTC units at other schools. Events include a modified Army physical fitness test, vehicle pull, first aide, rope bridge crossing and a 5K road march. This team is very serious about physical conditioning and works out after school 3 days a week. Training for this team is demanding!
- 4005. SOCIAL ACTIVITIES.** Participating in social activities and interacting with peers and adults is an important part of growing up. There are numerous opportunities within the MCJROTC program to get involved. The three primary social events during the year are:
1. Marine Corps Birthday Ball. The annual Marine Corps Birthday Ball is a formal social function held at school and mandatory for all cadets. The Marine Corps Ball is usually held on a Saturday evening in early

November to commemorate the Marine Corps Birthday, which is November 10th. The “Ball” as it’s normally referred to is an opportunity for cadets, their guests and parents to enjoy an evening of ceremony, dining and dancing.

2. Annual Field Meet/Picnic. This annual event is usually held in May after SOL testing on a weekday afternoon. Competitive activities and games between cadets is the norm. all cadets are required to attend for fun, food and competition.
3. Awards Ceremony/Change of Command. The annual MCJROTC Awards Ceremony/Change of Command is also held in May and is the final culminating event for MCJROTC. Numerous awards are presented by local and national, civic and veteran organizations and the Marine Corps JROTC program to worthy cadets. This mandatory event also includes a Change of Command, where cadet leadership billets are passed along to other cadets.

SECTION V, APPOINTMENTS, PROMOTIONS, AND REDUCTIONS

5001. GENERAL. The following policy is established to provide an equitable system for promotion and to ensure that an orderly flow of experienced cadets move into leadership positions. The following factors are used by the JROTC instructor staff in determining promotions and leadership positions: (1) Academic record, (2) MCJROTC grades, (3) Physical fitness, (4) military bearing, (5) attitude (6) knowledge of military subjects, (7) community service hours, (8) leadership, (9) involvement in the program, (10) reliability & dependability, (11) school or JROTC administrative or disciplinary action. There are 3 promotion periods each school year; December, February and May.

5002. REGULAR APPOINTMENTS AND PROMOTIONS. The following governs the appointment and/or promotion a cadet may receive:

1. First year cadets, LE-I's, may receive promotions up to and including the rank of Corporal, providing they meet or exceed the criteria set forth in paragraph 5004.
2. Second year cadets, LE-II's may receive promotions up to and including the rank of Gunnery Sergeant, providing they meet or exceed the criteria set forth in paragraph 5004.
3. Third year cadets, LE-III's, may receive promotions up to and including the rank of First Lieutenant, providing they meet or exceed the criteria set forth in paragraph 5004.
4. Fourth year cadets, LE-IV's may receive promotions up to and including all officer ranks, providing they meet the criteria set forth in paragraph 5004.

5003. MERITORIOUS APPOINTMENTS AND PROMOTIONS. Exceptional cadets may receive meritorious appointments and promotions at anytime during the year. Although this type of promotion is rare, it can and does happen! Needless to say, these cadets are exceptional in all factors governing promotions and cadets that others look to as outstanding examples of leadership and role models.

5004. SPECIFIC PROMOTION CRITERIA.

1. For promotion to First Sergeant, Sergeant Major and all officer ranks a cadet must meet the following criteria:
 - (1) Must be a current or rising LE-III or LE-IV.
 - (2) No violations of the Henrico County Code of Conduct during the current year. School suspensions of any length, ALC, or TOP assignments are all disqualifying factors for promotion.

- (3) No violations of the MCJROTC Code of Conduct during the previous year.
- (4) Must be passing ALL academic and elective subjects with a letter grade of “C” or better, regardless of difficulty.
- (5) Must be passing MCJROTC class with a letter grade of “A”.
- (6) Must have unquestionable integrity, and the trust and confidence of the instructor staff.
- (7) Must complete a minimum of 24 hours of documented community service by April 30th each year. The more hours, the better your chances.
- (8) Outstanding appearance in uniform.
- (9) Demonstrated proficiency in close order drill via instructor evaluations.
- (10) Demonstrated proficiency on the Youth Physical Fitness Test. The higher your score the better your opportunity for promotion.
- (11) Active participation with the drill team, color guard, marksmanship team or Raider team.

2. For promotion to Sergeant, Staff Sergeant and Gunnery Sergeant, a cadet must meet the following promotion criteria:

- (1) Must be a current LE-II or rising LE-III or LE-IV.
- (2) No violations of the Henrico County Code of Conduct during the current year. School suspensions of any length, ALC, or TOP assignments are all disqualifying factors for promotion.
- (3) No violations of the MCJROTC Code of Conduct during the previous year.
- (4) Must be passing ALL academic and elective subjects with a letter grade of “C” or better, regardless of difficulty.
- (5) Must be passing MCJROTC class with a letter grade of “B” or better.
- (6) Must have unquestionable integrity, and trust and confidence of the instructor staff.
- (7) Must complete a minimum of 10 hours of documented community service for each rank. The more hours, the better your chances.
- (8) Outstanding appearance in uniform.
- (9) Demonstrated proficiency on the Youth Physical Fitness Test. The higher your score the better your opportunity for promotion.
- (10) Active participation with the drill team, color guard, marksmanship team or Raider challenge squad is encouraged.

3. For promotion to Private First Class (PFC), Lance Corporal and Corporal, a cadet must meet or exceed the following promotion criteria:

- (1) Must be a current LE-I or rising LE-II.

- (2) No violations of the Henrico County Code of Conduct during the current year. School suspensions of any length, ALC, or TOP assignments are all disqualifying factors for promotion.
- (3) No violations of the MCJROTC Code of Conduct during the previous year.
- (4) Must be passing ALL academic and elective subjects with a letter grade of “C” or better, regardless of difficulty.
- (5) Must be passing MCJROTC class with a letter grade of “B” or better.
- (6) Must have unquestionable integrity, and trust and confidence of the instructor staff.
- (7) Must complete a minimum of 8 hours of documented community service for each rank. The more hours, the better your chances.
- (8) Outstanding appearance in uniform.
- (9) Demonstrated proficiency on the Youth Physical Fitness Test. The higher your score the better your opportunity for promotion.
- (10) Active participation with the drill team, color guard, marksmanship team or Raider challenge squad is encouraged.

5005. REDUCTION IN RANK.

1. After appropriate inquiry and review of supporting documentation, cadets can be reduced in rank in a punitive forum (Non-judicial punishment) conducted by the Senior Marine Instructor for the following reasons and no counseling is necessary:
 - (1) Felony conviction
 - (2) Misdemeanor conviction
 - (3) Suspension from school for violations of the Henrico County Code of Conduct. Includes ALC and TOP assignments.
 - (4) Violation of MCJROTC Cadet Honor Code (integrity, lying, cheating).
 - (5) Disrespectful attitude, language or gestures towards an administrator, JROTC instructor, teacher, aide or Hermitage staff, in or out of class.

2. After appropriate warning and counseling, cadets can be administratively reduced in rank in an administrative hearing for the reasons listed below. An administrative hearing will be convened by the Senior Marine Instructor, with the Marine Instructor and Cadet Commanding and Executive officers in attendance.
 - (1) Repeated violations of Marine Corps grooming standards
 - (2) Repeated violations of Marine Corps uniform regulations.
 - (3) Disrespectful or abusive language towards another JROTC cadet
 - (4) Absence from a mandatory social event without prior notification.
 - (5) Apathy, indifference or incompetence in competing assigned duties and responsibilities.

SECTION VI, CONDUCT, COURTESY AND SEXUAL HARASSMENT

- 6001. CONDUCT.** Whether in uniform or not, all members of the Hermitage Marine Corps JROTC unit are expected to conduct themselves in a manner which reflects positively upon themselves, their family, their school, the JROTC unit and Marine Corps. Actions, deeds and speech are to be positive, professional, polite and personable. Under no circumstances should a cadet be abusive, abrasive, arrogant, belligerent or defiant towards ANY adult in the capacity and scope of their profession or job. If you are told to do something, do it to the best of your ability. If you feel something isn't right, bring it to the attention of your parents, JROTC instructor or another teacher. Anyone who works at this school is here to help you, not hurt you.
- 6002. HONOR CODE.** The Cadet Honor Code promotes the development of integrity and honorable acts of citizenship. The code forbids lying, cheating and stealing. Violations of the honor code will be met with swift and decisive action. The honor code applies to all cadets in the program AT ALL TIMES and is specified in the HCPS Code of Conduct.
- 6003. CLASSROOM CONDUCT.**
- a. The MCJROTC classroom is not a PLAYGROUND! This is our home. Keep the classroom clean. Clean up your own mess. A conversational voice and tone will be used at all times in the MCJROTC area, except as required by drill, PT or to get someone's attention in an emergency.
 - b. Cadets will maintain good posture while seated as this enhances the learning and military environment of the program, as well as your appearance in uniform.
 - c. Cadets are not allowed to sleep in the MCJROTC classrooms. Cadets are not allowed to sit on desks nor are they allowed to place their heads on their desks. If a cadet is tired, he/she should, without being told, get up and move to the back of the classroom until he/she has recovered. Once recovered, he/she can return to his/her seat.
 - d. Cadets will place book bags under their desk, keeping the isles clear of trip hazards. Jackets and coats will be placed on the backs of chairs.
 - e. During periods of instruction, cadets will raise their hand to be recognized if they want to answer or comment.
 - f. The classroom is a place of learning. Note taking on your computer or on paper will be required. Cadets are expected to have pen, pencil and paper everyday.

g. General rules of conduct.

- (1) No gum chewing in class or formations and NEVER in uniform.
- (2) Cadets will not participate in horseplay in or around MCJROTC spaces.
- (3) Cadets will not leave their personal items in instructor offices, classrooms, closets, supply room, or heads, without the permission of an instructor. Personal gear left without permission will be taken to the Lost & Found area of the main office.
- (4) Cadets are not allowed to use the MCJROTC telephone, copy machine or FAX machine without instructor permission.
- (5) At no time will any cadet be in an instructor's office without the permission of an instructor.
- (6) Do not write on any desk, chair, podium or whiteboard.

h. Repeated violations of classroom procedures will result in disciplinary action by the SMI. Examples include: reduction in rank, ineligibility for promotion or low leadership grades.

6004. MILITARY COURTESY. Courtesy is nothing more than good manners and politeness in dealing with other people regardless of age. **ONE DISCOURTEOUS CADET CAN GIVE THE ENTIRE MCJROTC UNIT A BAD NAME OR REPUTATION.** The only distinction between military and civilian courtesy are the displays that have become customs and traditions of the military.

- a. The hand salute is one of the most important of all military courtesies and is the military way of saying 'hello' when in uniform. All cadets are expected to render the proper military salute to all officers. A proper military salute is always accompanied by a greeting such as: "Good morning, sir", "Good afternoon, sir" at the time of the salute. The military salute has origins from the days of knights, when knights would lift their face covering to show they were friendly.
- b. "Yes" or "No" Ma'am or Sir should always be used when speaking to someone older or socially superior to you, i.e. school administrator, teacher, custodian, coach, parent, or supervisor.
- c. Proper phone courtesy will be adhered to when talking on the telephone. When telephoning someone say, "This is cadet _____ and I'm calling to (state your business), or say, "I'm calling for (name of person). If you answer the official JROTC phone you say, "Marine Corps JROTC, this is Cadet (name). How may I help you?"
- d. If you are seated and an adult approaches you and starts talking to you, it is best to stand during the conversation and take your seat once the adult leaves the area.

COURTESY IS CONTAGIOUS!

6005. SEXUAL HARASSMENT. The MCJROTC program at Hermitage High School does not tolerate sexual harassment. The Marine Corps prides itself on maintaining the highest standards of professionalism and personal conduct. Sexual harassment undermines our integrity, lowers morale and effects the accomplishment of a mission. Cadets must serve as good role models for other cadets, other students and Hermitage High School. By treating all persons with dignity and respect, and by adhering to the Marine Corps' core values of honor, courage and commitment, sexual harassment will be reduced and eliminated

Sexual harassment is a form of discrimination that involves unwelcome and unsolicited sexual advances and behaviors in a verbal for physical form. This behavior creates friction within a unit, lowers unit morale, creates an intimidating and hostile work environment and interferes with a person's performance of duty. If any cadet, regardless of gender, feels they have been a victim of sexual harassment by another cadet, they should immediately bring it to the attention of their instructor. Needless to say, those found involved in sexual harassment will face disciplinary or administrative action.

SECTION VII, UNIFORM AND GROOMING GUIDELINES

7001. GENERAL. MCJROTC cadets are the only people in the world authorized to wear the Marine Corps uniform without having to earn it by either completing enlisted “boot camp” or “Officer Candidate School.” Marines have fought and died for their country and Corps while wearing this uniform. Marines around the world are easily recognizable by the uniform and how they wear it. Cadets will wear their uniform in exactly the same way...with pride!

7002. CADET UNIFORMS

a. Camouflage Utilities. A work and field uniform. Issued to all cadets.

b. Service Uniform. Green trousers, slacks or skirt, long/short sleeve khaki shirt and cover, shoes and accessories. This uniform can be modified by adding a sweater or jacket. Modifications are based on seasons and social setting.

c. Dress Blue Uniform. Our most formal uniform. Consists of dark blue coat, blue trousers, white cover and accessories for males and dark blue coat, dark blue slacks or skirt, white cover for females. This uniform can also be modified for seasons and social setting. Dress Blues are issued to cadets who are on the drill team, color guard and are LE-IV's.

7003. UNIFORM REGULATIONS. With few exceptions, MCJROTC cadets will comply with all Marine Corps uniform regulations set forth in Marine Corps Order P1020.34.

a. Cadets are required to wear the instructor prescribed uniform once a week. Cadets wear their uniforms to and from school and while at school. While enroute to school, either by car, bus or foot, cadets will wear the complete uniform at all times. Local citizens, members of other military branches, former and retired military members will notice you everywhere you go. Many will either stop you directly or call the JROTC department and report your appearance and behavior, especially if you are engaging in acts that disgrace or embarrass you, your family, the MCJROTC program or the Marine Corps. Disciplinary or administrative action will follow if you are involved in such acts. Remember, you represent many groups and organizations when you wear the uniform. **WEAR IT WITH PRIDE!**

b. The Dress Blue and Service uniforms can be worn most anywhere; however, the digital camouflage uniform is only worn to/from school, at school and at MCJROTC sponsored events. See your instructor if you have questions.

c. Uniform Inspections. Cadets are inspected for grade in their uniform each week. This grade constitutes 1/3 of their annual JROTC grade. If a cadet is seen wearing the uniform improperly before or after their JROTC class and it is reported to the instructor, the inspection grade will be changed to a “zero.” Even

though you may not be seen by a JROTC instructor, uniform regulations and the proper wearing of the uniform apply at ALL TIMES in ALL PLACES.

d. Covers.

1. Covers are always worn outside, even for short distances. Covered walkways are considered outside.
2. Covers are never worn inside unless you are under arms.
3. Covers are carried in the left hand.
4. When in the camouflage uniform and the cover is not being worn, the cover is stored in the left cargo pocket of the trousers. When in dress uniform, the cover is carried in the left hand.
5. Covers are worn squarely on the head. Covers should never be worn tilted back or canted to one side.

e. Removal of Camouflage Uniform Jacket. Camouflage jackets can only be removed upon authorization of a JROTC instructor.

f. Important uniform specifics.

1. Males; No earrings can be worn with the uniform or during PT.
2. Females; No earrings can be worn with the camouflage utility uniform.
3. Females; One set of earrings can be worn with the Service or Blue uniform as long as they are a gold, silver or pearl studs not exceeding ¼ inch in diameter.
4. Females; fingernail polish is not authorized with the camouflage utility uniform.
5. Females; fingernail polish is authorized with the Service or Blue uniform as long as the color of the polish complements, not clashes, with the overall color scheme of the uniform.
6. Females; lipstick and make-up are authorized with all uniforms as long as it complements your complexion and uniform. Make-up should not look like a bright 'neon' light.
7. Males/Females; A watch and one ring can be worn with any uniform.
8. Males/Females; Fingernails should not exceed ¼ inch beyond the tip of the finger and should be clean and free of oil, grit and dirt.
9. Males/Females; Holding hands is not authorized in any uniform.

7004. GROOMING REGULATIONS

- a.** Per Marine Corps grooming regulations, male cadet hair length should start at nothing around the ears and back of the neck and be evenly graduated to a point of no more than 3 inches on top and not interfere with the wearing of the cover.
- b.** Per Marine Corps grooming regulation, the face should be free of whisker growth. Sideburns cannot extend beyond the top of the orifice of the ear.

Mustaches cannot extend beyond the corners of the mouth and must be 1/8 inch above the upper lip line and 1/8 below the lowest point of the nose.

- c.** Per Marine Corps grooming regulations, female hair cannot extend beyond the lowest edge of the utility or service uniform blouse. If the hair naturally extends beyond this edge, it must be put up in a French braid or bun in a manner that doesn't interfere with the normal fitting and wearing of the cover. Rubber bands, barrettes and combs are authorized if concealed by the hair. Elastic colored scrunches are NOT authorized with the wearing of any uniform.
- d.** Per Marine Corps grooming regulations, female hair coloring should be a natural color and hue. Extremely bright, unnatural colors such as toxic waste green, bubble gum pink, tropical blue, basketball orange and vicious violet are not authorized with any uniform.
- e.** Faddish styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, lopsided or unbalanced hair or unsecured ponytails are prohibited.
- f.** Hair cannot exceed or show under the brim of any headgear.