



CADET HANDBOOK

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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.

ADMINISTRATION / ORGANIZATION

ENROLLMENT REQUIREMENTS

To be eligible for enrollment and continuance in a MCJROTC unit, the student must:

1. Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
2. Be of good moral character as determined by the principal of the school and SMI.
3. 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.

DISENROLLMENT

The MCJROTC program is a one-year commitment and normally cadets will not be disenrolled from the class once the year has started. Cadets could be disenrolled from the MCJROTC Program for the following reasons (this list is not all inclusive):

1. Academic Failure – You must pass MCJROTC in order to remain a part of it. However, disenrollment is not automatic. Each case is reviewed and handled separately.
2. Ineptitude – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled. Disenrollment is normally conducted at the semester break.
3. Poor Attitude – Any cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled.

CLASSROOM PROCEDURES

1. Forming up, roll call/muster, and end of class procedures will be as instructed by your Marine Instructors and class leadership.
2. Appropriate salutations and responses will be used at all times.
3. No food, drink or gum allowed in the classroom area unless authorized by the SMI/MI.
4. Cadets must raise their hand to be recognized.
5. When recognized or asked a question, cadets will stand up while speaking.
6. Bring a notebook and a pen or pencil to every class. Many times cadets will be required to take notes.
7. Check your desk for personal items and trash prior to leaving class. The room will be clean before leaving. Each class commander will be

responsible for care and cleaning of the classroom prior to dismissing the class.

8. When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class.
9. All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.
10. Uniforms will be worn as directed by the SMI/MI and cadet leadership.
11. Each cadet is responsible for reading the daily information boards in order to keep informed about what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
12. No cadets are allowed in the Cadet Admin Office areas, Armory, or Supply areas without specific approval of the Instructors.
13. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.

ATTENDANCE

Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events. Cadets should anticipate ahead of time, as much as possible, when they will not be able to attend a JROTC required activity in order to let the Instructors and cadet leadership know in advance. Not participating in the extracurricular activities will have an impact on the cadet's grade.

CONDUCT, BEARING & DISCIPLINE

SCHOOL CITIZENSHIP

Marine Corps JROTC cadets are high school students. They are fully expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to maintain higher standards of conduct and citizenship will not be permitted to remain in the Marine Corps JROTC Program as determined by the SMI.

PUBLIC DISPLAYS OF AFFECTION

Cadets will not display any gestures of while in uniform. When in uniform no kissing, embracing, or other forms of intimate behavior. Affection between cadets should be a private matter, and as such any displays of affection should be done in private. Cadets who think they are showing off their maturity by kissing and hugging in public are only displaying a lack of maturity.

CADET CODE OF 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 as per school policy

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told.

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 on school grounds (in class). Cadets respond to adults with a “Yes, or No Sir/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.

CURRICULUM / ACADEMICS

SCHOOL ACADEMICS

All Marine Corps JROTC cadets are required to maintain a satisfactory grade point average (GPA) in all school subject in order to remain in the MCJROTC program. Failure to maintain a minimum GPA, as determined by the SMI, will put the cadet on immediate probation during the next semester. If this happens, the cadet may be limited in activities in which he or she may participate. If the cadet fails to raise his or her GPA to the required level during the next semester, the cadet could be suspended from MCJROTC and be required to turn in all uniforms. If the cadet raises his or her GPA during the probationary period, the cadet will be allowed to resume full activities.

CADET CURRICULUM

Leadership Education is the name of the MCJROTC curriculum because we use the tenets of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline and character in cadets. Throughout the four years of the program, the Leadership Education curriculum is presented by way of five different categories of instruction: (1) Leadership, (2) Citizenship, (3) Personal Growth and Responsibility, (4) Public Service and Career Exploration, and (5) General Military Subjects.

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 successfully completed. Naturally, LE-1 is for those students entering the program for the first time, while LE-4 is for the cadets who have successfully completed LE-1 through LE-3.

1. LEADERSHIP EDUCATION I (LE-I)

The first year of the program provides cadets with the first year physical education requirements for the state of California. The first year of the program also 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 of the program provides cadets with the second year physical education requirements for the state of California. 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, and perhaps 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 EDUCATION 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, detailed instruction on personal finances is also presented, as well as other preparation for life beyond high school.

4. LEADERSHIP EDUCATION IV (LE-IV)

LE-IV is a year when cadets really bring together all the 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-IV cadets continue to be challenged academically with requirements for research projects and independent studies and progress reports.

GRADING

Cadets of Marine Corps JROTC will be graded in multiple areas of the program.

Academics will comprise 30% of the overall grade. The academic curriculum portion of the program will be graded very much like other traditional high school classes.

Leadership/Uniform inspections will comprise 35% of the overall grade. Uniform inspections are an integral part of MCJROTC. Cadets will be inspected on a weekly basis in prescribed uniforms.

Physical Fitness will comprise 35% of grades. Physical fitness is also an integral part of MCJROTC. Cadets will be evaluated using a Youth Physical Fitness Test (YPFT) every semester along with weekly physical fitness performance and dressing out.

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. The time frame for promotions will be announced in class. There will be at least one opportunity for promotion per semester. Cadets should expect to be promoted using the following criteria and must fill out a promotion request for when given the opportunity.
 - a. Cadets should expect to be promoted to Cadet Private First Class during the first semester of JROTC. This rank only requires a cadet to be enrolled in the program for a minimum of two months.
 - a. Cadets being considered for Cadet Lance Corporal will need to request promotion using the required form. Only the Cadet Squad leader, Cadet Platoon Sergeant, and Cadet Platoon Commander need to sign the promotion request form. Final promotion authority remains with the Marine Instructor and Senior Marine Instructor. The following prerequisites must be met:
 1. Cadets will need to pass the LCpl leadership knowledge test with 90% or higher to be considered for promotion.
 - b. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant will need to request promotion using the required form. The form is double sided and will need to be completed by all parties. The following prerequisites must be met:
 1. Cadets will need to pass the Cpl through Sgt leadership knowledge test with 80% for Corporal and 90% or higher for Sergeant to be considered for promotion.

2. Cadets must have a GPA of 2.0 or higher for all class they are current enrolled in.

3. Cadets must successfully perform as the commander of troops with the Unarmed Drill Card. The SMI or MI will be the evaluator.

4. Cadets must be an LE-2 through LE-4 to be eligible. Exception is if the SMI meritoriously promotes and LE-1 to the rank of Cadet Corporal.

c. For promotion to Cadet Staff Sergeant or higher, will need to request promotion using the required form. The form is double sided and will need to be completed by all parties. The following prerequisites must be met:

1. Cadets will need to pass the SSgt and above leadership knowledge test with 80% for SSgt and 90% or higher for GySgt or above to be considered for promotion.

2. Cadets must have a GPA of 2.5 or higher for all class they are current enrolled in.

3. Cadets must successfully perform as the commander of troops with the Unarmed Drill Card. The SMI or MI will be the evaluator.

4. Cadet must be a LE-3 through LE-4 to be eligible. Exception is if the SMI meritoriously promotes and LE-2 to the rank of Cadet Staff Sergeant.

d. Cadet Officers are appointed by the SMI and are eligible for promotions as determined by the SMI. Normally, officers are LE-4 but in some rare cases and LE-3 may be selected to become an officer.

e. Cadets failing to perform their duties effectively will be considered for reduction by the SMI only. Cadets are not authorized to reduce rank of fellow cadets or recommend a reduction.

APPEARANCE & UNIFORMS

Cadets will present the best possible image at all times. The Marine Corps uniform regulations for standards of personal appearance and grooming are as specific as practicable in order to establish the parameters with which cadets must comply.

HAIR

For males, 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. Sideburns will not extend below the top of the orifice of the ear. 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. 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 edges of the upper lip. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

Hair of female cadets, when in uniform, will be pinned and arranged so that it will not fall below the collar of the uniform being worn. Hair will not be worn in such a way that the uniform cover cannot be worn properly.

EARRINGS

Female cadets may wear small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed 1/4 inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews, or ceremonies.

Male cadets will not wear earrings or facial makeup while in uniform.

UNIFORM DAY

The Marine Corps JROTC program requires that cadets wear their uniform at least one day a week. The Senior Marine Instructor will establish what day of the week cadets will wear their uniforms. Any time a cadet wears his or her uniform, it must be worn according to the Marine Corps uniform and grooming regulations. If the cadet is absent, they may make up the information inspection by wearing the uniform on any day of the week but our normal uniform day and report to the SMI/MI during lunch for inspection to make up the inspection. Make up inspections are not accepted unless the absence from the JROTC class has been excused by attendance. All make-ups must be done within three days following the absence or the zero grade entered in the gradebook will stand.

CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform:

Do not chew gum. Do not smoke.

Do not walk or stand around with your hands in your pockets.

Wear your cover outdoors at all times and remove it indoors.

Greet all cadets and treat everyone with respect.

Do not use foul language, tease others, or wrestle/play in uniform.

UNIFORM CARE

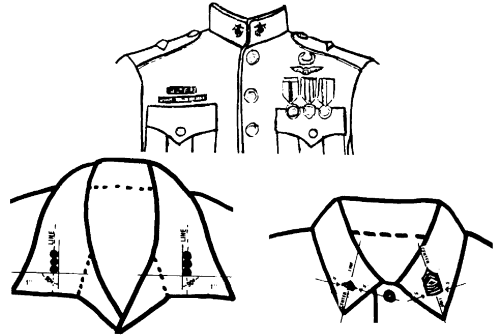
Camouflage uniforms and cotton T-shirts can be washed in warm or cold water only. Summer Service C (Charlies) Khaki shirts, poly-wool green trousers, wool sweaters and dress coats must be dry-cleaned. **DO NOT WASH THESE ITEMS.** Unserviceable uniforms can be exchanged for serviceable uniforms. Notify your squad leader and request an appointment to exchange the item during class. Cadets are responsible for their uniforms. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place. **DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS.**

RANK INSIGNIA, MEDALS, RIBBONS & BADGES

Rank insignia, medals, ribbons and badges are an integral part of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care.

1. Rank Insignia: Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations shown below.

- a. Cadet Officers will wear their rank insignia centered on the shoulder strap of their blue coat and all weather coats. On khaki and utility shirts, the single disk or Lozenges will be placed on an imaginary centerline drawn from the tip of the collar. The rank will be bisecting the angle of the collar, bottom edge $\frac{1}{2}$ inch from the collar edge. For ranks with multiple disks or lozenges, the rank insignia will be placed 1 inch above the bottom edge of the collar and run towards the back of the collar



- b. Enlisted rank insignia will be worn on khaki shirts, raincoats and utility shirt collars with the point of the chevron up, bisecting the angle of the collar, bottom edge $\frac{1}{2}$ inch from the collar edge.
- c. Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn $\frac{1}{8}$ " above and centered about the right breast pocket. (Marksmanship badges will not be worn when medals are worn. Nametags will be worn $\frac{1}{8}$ " above the ribbon bar when ribbons are on the right side.)
- d. Ribbons. When worn, ribbons will be worn $\frac{1}{8}$ " above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be $\frac{1}{8}$ " about the badge.
- e. Badges. Cadets wearing authorized badges will wear them $\frac{1}{8}$ " above and centered over the left breast pocket of the khaki shirt and blue coat.
- f. Marksmanship Badge. While UCHS does not have a marksmanship program, cadets who qualify are authorized to wear one marksmanship badge representing the classification earned during their most recent range qualification. The marksmanship badge will be worn $\frac{1}{8}$ " above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

WEARING OF RIBBONS AND AWARDS

1. Ribbons and badges are authorized and procured through the MCJROTC program. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty with SMI approval.
2. Other Awards. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by Senior Marine Instructor prior to being worn.
3. Distinguishing Patches. The Marine Corps JROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, khaki shirt, and camouflage utility blouse.

ACTIVITIES

DRILL

Drill is an integral part of the Marine Corps Junior ROTC program. Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. In addition to being a part of the MCJROTC cadet curriculum, a drill team and drill competition is a very worthwhile cadet activity. Drill competition may be conducted from the local to the very competitive national level. Not all cadets will qualify to be a member of the Marine Corps JROTC drill team. Membership on the drill team requires a great deal of dedication and practice.

1. All members of the MCJROTC Drill Team will conduct themselves in a manner as to not bring any discredit upon him or herself or the drill.
2. All members are solely responsible for their uniform and the maintenance of their uniform. Failure to do so will result in reduction of rank, disqualification from upcoming trip / competitions and finally suspension from the team.
3. Alcohol, drugs and tobacco are strictly prohibited!
4. Team members must maintain the same academic standards as any other Varsity Sport to maintain their eligibility to compete.
5. Treat all weapons with respect and proper weapons handling techniques.
6. Profanity will not be tolerated.
7. Remember that you are what you are perceived to be and first impressions are lasting impressions!

8. Unsportsmanlike conduct WILL NOT BE TOLERATED!
9. Treat all faculty, staff and coaches with RESPECT.
10. Any infractions of this code may result in suspension or expulsion from the team.

PHYSICAL TRAINING

A physical fitness or Physical Training (PT) will be conducted up to three days a week. We will conduct push ups, leg lifts, and other physical fitness activities daily as part of the MCJROTC class. Cadets must be dressed in PT gear on PT days to receive credit for grading purposes.