



# **JROTC PROGRAM SYLLABUS/INFORMATION/ ENROLLMENT PACKET**

## **Contents:**

- **JROTC Information Paper**
- **Student Information**
- **Statement of Health, Insurance, and Treatment**
- **Agreement of Uniform Responsibility**

*Please electronically sign and return this packet to the JROTC instructors via the submit button on the last page. All gray-shaded areas are required to be filled in.*

All information requested in this packet is required by Army Regulation 145-2, Cadet Command Regulation 145-2, and St. Johns County School District to completely enroll your student into the JROTC Program. Please read all information thoroughly before signing the forms. Also, when providing information, please give the most accurate information possible to avoid enrollment complications. If you have any questions regarding these forms, please get in touch with us at 904-547-8821. We look forward to working with you to ***“motivate your son or daughter to be a better citizen!”***



**DEPARTMENT OF THE ARMY**  
ST. AUGUSTINE HIGH SCHOOL JROTC  
3205 VARELLA AVE  
ST. AUGUSTINE, FL 32084  
904-547-8821



MEMORANDUM FOR Students and Parents/Guardians of Students Enrolled in Army JROTC (Junior Reserve Officers' Corps) at St. Augustine High School (SAHS)

SUBJECT: JROTC Syllabus and Information Paper (for parent/guardian and cadet signature)

### **I. GENERAL:**

A. References. Army Regulation 145-2 and Cadet Command Regulation 145-2 highlight the details, rules, and regulations of the Junior Reserve Officers Training Corps Program.

B. Purpose. To present an overview of St. Augustine High School JROTC that identifies standards and expectations of all parties regarding enrollment and advancement in the Army JROTC program. Upon entry into the program, this paper must be signed by the cadet and parent/guardian and reviewed annually at the beginning of the school year.

**II. INSTRUCTORS:** Chief Warrant Officer Five (CW5) (Ret) Christopher J. Braund – Senior Army Instructor (SAI), Sergeant Major (SGM) (Ret) Coy Wyche – Army Instructor

### **III. COURSE OVERVIEW:**

A. The program originated as part of the National Defense Act of 1916 when the nation was mobilizing for World War I. Congress validated the principle of maintaining national training programs for young citizens attending school with the 1964 passage of the ROTC Vitalization Act.

B. JROTC is designed to teach high school students the value of citizenship, leadership, personal responsibility, and a sense of accomplishment while instilling self-esteem, teamwork, and self-discipline. This curriculum prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. Meanwhile, the program is a stimulus for promoting graduation from high school while providing instruction and rewarding opportunities that benefit the student, community, and nation. The primary mission of JROTC is "To motivate young people to be better citizens."

C. JROTC is more than a physical education credit. It is a cooperative effort for the Army and the school to provide students with opportunities for total development. Satisfactory completion of the program is validated in their official school transcript. Concurrently, JROTC can lead to advanced placement credit in college ROTC or advanced rank in the armed forces upon enlistment. **Nonetheless, JROTC is not an officer-producing program, nor is one of its goals to place students into the military. In fact, CW5 Braund and SGM Wyche do not push students to join the military. They are NOT recruiters.**

D. CORE ABILITIES – We support and teach the Army JROTC Core Abilities that include:

1. Building capacity for life-long learning
2. Communicate using verbal, non-verbal, visual, and written techniques
3. Take responsibility for your actions and choices
4. Do your share as a good citizen in your school, community, country, and the world
5. Treat self and others with respect
6. Apply critical thinking techniques

#### **IV. COURSE HIGHLIGHTS:**

Introduction to JROTC	Improved Reading Ability
Personal Goal Development	Drill & Ceremony
Foundations for Success	Marksmanship
Citizenship/American History	Career Opportunities
Leadership	Public Speaking
HS Financial Planning	First Aid
Cadet Challenge (Physical Fitness)	Service Learning Project
Alcohol/Drug Prevention	Map Reading/Compass

NOTE: One of the SAHS JROTC goals is the improvement of student standardized testing scores. JROTC will focus on that goal during classroom instruction with student reading projects, briefings, squad reports, etc. One of our other main goals is to focus students on college and career paths.

**V. INSTRUCTIONAL APPROACH:** JROTC is taught through a combination of lectures, group discussions, practical exercises, demonstrations, hands-on/performance-oriented training, and drill. Cadets are graded on effort rather than actual performance in physical activities such as Cadet Challenge (physical fitness). Monday, Tuesday, and Thursday are usually instructional days, and most Fridays are sports/physical activity days. Wednesdays are uniform/drill/inspection days. Cadets must wear uniforms once each week when scheduled for JROTC. Uniforms must be worn during the entire school day except when cadets participate in physical fitness-related activities.

#### **VI. COURSE EXPECTATIONS, GRADING, AND CADET CONDUCT:**

A. **DISCIPLINE** – The Code of Discipline endorsed by the St. Johns County School District and St. Augustine High School, JROTC published regulations and classroom rules. Voluntary pushups are used as one of the consequences to help focus cadets in class and improve Cadet Challenge physical fitness scores.

B. **ATTENDANCE** – The School Policy of St. Augustine High School is in effect regarding attendance

C. **COURSE EXPECTATIONS** -- Cadets should be able to demonstrate the following:

1. Satisfactory completion of all academic assignments
2. Acceptable level of curriculum knowledge
3. Leadership traits applicable to their rank & experience.
4. A desire to excel both mentally and physically.

5. Involvement in school and community activities.
6. Awareness of current local and world events.
7. Acceptable level of curriculum knowledge.
8. Good “followership,” teamwork, and self-discipline.

**Content Standard:**

**Standard 1 - PARTICIPATION AND CITIZENSHIP:** Understand roles, rights (personal, political, economic, military service), and responsibilities of American citizens today and throughout history and exercise them in civic action.

**Standard 2 – PERSONAL GROWTH:** Understands how to maintain and promote behavior that demonstrates personal growth.

**Standard 3 – WORKING WITH OTHERS:** Demonstrates leadership skills.

**Course Goals:** To prepare high school students for responsible leadership roles while making them aware of the benefits of citizenship.

**Required Materials:** Pen/Pencils, Notebook, and access to digital devices (Computer/Laptop/iPads/Smart Phones), etc.....

**Textbook:** Army JROTC Leadership Education and Training (provided)

Unit One (LET 1)	Unit Four (LET 4) <i>Note: The LET 4 Course schedule and flow allow for the flexibility of the senior cadets to work independently as they utilize their supervisory skills.</i>	Unit Three (LET 2 and 3)
<b>Quarter 1:</b> Introducing JROTC JROTC: The Organization and Traditions of Service Programs Customs and Courtesies of JROTC Social Etiquette and Manners Drill and Ceremonies	Leadership Accomplishment Strategies for Teaching Using Feedback with Learners Life After High School Professional Development Motivating Others Communicating to Lead Company Drill Battalion Drill Managing a Service Learning Project Challenges to Fundamental	<b>Quarter 1:</b> Command Staff Roles Planning for Service Learning Leading Meetings Planning Projects Continuous Improvement Management Skills Ethics in Leadership Supervising Drill and Ceremonies Community Service
<b>Quarter 2:</b> Thinking Maps Self-Awareness	Principles The Future of Citizen Rights Social Etiquette and Manners	<b>Quarter 2:</b> Post-Secondary Action Plan Personal Planning and Management

Appreciating Diversity through Winning Colors Thinking and Learning Reading for Meaning Studying and Test-Taking Personal Code of Conduct Personal Growth Plan	Making Decisions and Setting Goals Understanding and Controlling Stress	Portfolios and Interviews The Responsibilities of Platoon Leadership Executing Platoon Drills
<b>Quarter 3:</b> Team Building and Drill Stationary Movement and Marching Techniques Squad Drills Making Decisions and Setting Goals Anger Management Resolving Conflicts Community Service		<b>Quarter 3:</b> Planning for Service Learning (Optional Project) Civic Duties and Responsibilities Prejudice Negotiating
<b>Quarter 4:</b> Understanding and Controlling Stress Cadet Challenge Orientation to Service Learning Preparing for Service Learning		<b>Quarter 4:</b> Drug Alcohol and Tobacco Decisions About Substance Abuse

**Assessments/Evaluation:**

Written and Performance Tests, Proper Wear of the Cadet Uniform/Inspections, Physical Readiness Training (PRT), Community Service, and JROTC Extra-curricular Team Participation.

D. HOMEWORK – A lot of JROTC work will be done in class. However, occasional assignments outside class time are expected to be completed as part of the course requirements. All assignments will be placed in a student portfolio in the classroom.

E. GRADING – Formative Grades (30%): Uniform Inspections, Cadet Portfolio Assignments\*, Physical Training\*, and miscellaneous assignments assigned by the instructor.

Summative Grades (70%) Unit examinations, essays, and/or presentations.

**Please note:** Advancement to the next LET Level is determined by the Cadet's overall performance in all categories.

\*Cadet Portfolio Assignments are 100% for turned-in or 0% for not turned-in or incomplete work.

\*Physical Training is graded as follows: Dress out and participate: 100%; No dress out but participate: 70%; No dress and no participate: 0%

Grading scale:

- A..... 90-100 points
- B..... 08-89 points
- C..... 70-79 points
- D..... 60-69 points
- F..... 0-59 points

F. APPEARANCE AND UNIFORM WEAR – More comprehensive standards are in Cadet Command Regulation 145-2 (digital copies provided and available) but below are some of the highlights:

1. Cadets must have an easily maintained haircut that meets JROTC standards.

Males: Hair will be a natural color, tapered cut, evenly graduated from zero length at the hairline in the lower portion of the head, not touching the ears, not touching the collar, and not being over approximately 3 inches in length on top. The wear of braids, cornrows, dreadlocks, unkempt, twisted, matted, or shaved individual parts of hair is not authorized while in uniform. The face will be clean-shaven, except for permitted mustaches. Sideburns will not be flared or extend below the ear canal's lowest part.

Females: Hairstyles will be a natural color, not interfere with proper wearing of the military headgear, and will not fall over the eyebrows or extend below the bottom edge of the collar. Hair must be pulled back into a bun just below the back center of the head while in uniform. The wear of braids or cornrows on females is authorized as long as the style is conservative and the braids and cornrows lie snugly on the head. Barrettes, pins, clips, and other fixtures used to “pin-up” women’s hair should be subdued and closely match the cadet’s hair color. They also must be inconspicuously placed. Beads, plastic headbands, or similar ornamental items are not authorized.

2. Male cadets will not wear earrings and studs at any time when in uniform. Female cadets may wear plain gold or silver studs with the Army Service Uniform. No ear jewelry may be worn with the ACU Camouflage Uniform. Wearing of jewelry on pierced exposed body parts other than ears is prohibited.

3. The issued uniform will be appropriately worn all day on uniform days. Cadets can change out during classes like PE but must change back into uniform unless it is the last period of the day. Students may come to school in civilian clothes if they have PE 1<sup>st</sup> period, but they must change into their JROTC uniform for 2<sup>nd</sup> period. The respective instructors will provide guidance on what to wear. The beret, when issued, will be worn when out-of-doors and during in-rank inspection.

4. A cadet with a validated absence or who has been excused by an instructor must make up the missed uniform on the next JROTC class day. A cadet who does not wear the uniform because of an invalidated absence or “forgets” to wear it will be penalized 30%. The highest a student can receive is 70% if the uniform is worn during their next scheduled JROTC class period. They will receive a zero if no uniform is worn on a make-up day.

5. Failure to wear the uniform: Cadets who refuse to wear the uniform, consistently wear it improperly, or miss more than 50% of the semester uniform inspections will be dropped from the JROTC program with a grade of “F.”

6. At the end of the school year, turn-in procedures will be published and available to students and parents. Cadets must get their uniforms dry-cleaned before turning them in. Failure to abide by the on-time due date will result in lower letter grades. The issued uniform is government property and must be dealt with as such. Parents/guardians are ultimately responsible for paying for lost/damaged government property.

G. RANK - Promotion will not be “automatic” to the next higher rank. All promotions will be earned by performance in assigned positions, attitude, and conduct. School grades are also essential in this process. Our goal is to place only those cadets with a GPA of 3.0 or above in key leadership/staff positions. Cadets may be reduced in rank for both in-school and out-of-school conduct. See the Jacket Battalion SOP for specific guidance on promotions.

H. PHYSICAL FITNESS - Cadets participate in the Cadet Challenge, an annual test of five events that can lead to awards in the Presidential Physical Fitness Program and an opportunity to earn JROTC ribbons. Cadets are expected to participate in the challenge within the limits of pre-recorded chronic ailments or other physical limitations. Cadets must also participate in weekly physical fitness conditioning.

I. REWARDS AND INCENTIVES - There are numerous ways that cadets receive recognition. Performance at Drill Meets, Color Guard events, Rifle Meets, Volunteer Service to Community Activities, and Academics are examples that will entitle cadets to service and achievement ribbons, scholarships upon graduation, and accelerated promotion within the corps. The significance of the effort and contribution of the individual will be used as the criteria for the rewards that will be given. See the Jacket Battalion SOP for specific guidance on awards and decorations.

J. EXTRACURRICULAR ACTIVITIES – JROTC Teams are available to cadets with at least a 2.0-grade point average who desire to participate. SAHS JROTC Teams offer something for everyone, including Drill, Rifle, Raider, Color Guard, Academic, and Leadership teams.

K. COMMUNITY AND SCHOOL SUPPORT - School and Community Service is integral to JROTC. Cadets will have multiple opportunities to support the St. Augustine community with volunteer activities. Cadets must participate in JROTC in at least one school or community event/activity a quarter to be competitive for promotion. Most successful cadets do much more than this.

#### L. DISENROLLMENT:

1. Cadet failure to obey legitimate peer commands, directives, counseling direction, and established rules for good order and discipline in and out of the Army JROTC facility may result in disenrollment. This is done only after parent and school counselor involvement and consultation to prevent that option. Documentation of all behavior will be on file.
2. Causes for counseling that may lead toward disenrollment are unacceptable low academic achievement, misconduct, poor attendance, refusal to abide by uniform requirements, undesirable character traits including cheating, stealing, lying, substance abuse, and incidents that discredit the school, the community and the JROTC program.
3. To be considered to return to JROTC after the school year, cadets must have proper discipline, make the required rank for the year, and volunteer at least 20 hours a year to the school or local community through JROTC and/or be part of a JROTC extracurricular team.

#### M. ADDITIONAL REQUIREMENTS:

1. Mandatory Forms: In addition to the signature page at the end of this information paper, all cadets/parents must complete the Statement of Health, Insurance, and Treatment, Agreement of Responsibility & Student Information Form to participate in JROTC. We also request signatures on the optional SJCS D Photo-Media Release (the media release is primarily for our website and press releases).

2. Required Attendance at St. Augustine Christmas Parade and Highly Encouraged Attendance at the Cadet Formal: All cadets are highly encouraged to attend the Cadet Formal, which will be held in March or April. In addition, cadets **are required to march** in the St. Augustine Christmas Parade held annually in December. Absence from the parade requires approval from the JROTC cadre.

**Physical Contact.** Parents and students should know that proper teaching of drill requires physical touching of cadets, for example, to show them the proper position of weapons, hands, interval, and distance. Physical contact is also required to show proper placement of brass and awards on the uniform and in marksmanship training.

**VIII. DEPARTMENT INFORMATION:** Questions are welcome and may be addressed to the JROTC Department at 904-547-8821. CW5 Braund’s contact info [christopher.braund@stjohns.k12.fl.us](mailto:christopher.braund@stjohns.k12.fl.us). SGM Wyche’s contact info [coy.wyche@stjohns.k12.fl.us](mailto:coy.wyche@stjohns.k12.fl.us)

Even though this packet has a lot of detailed and important information, we are looking for your son or daughter to have a great time and a lot of fun in JROTC, as so many others do each year!

**WE ACKNOWLEDGE THE PROVISIONS OF THIS INFORMATION DOCUMENT AND ACCEPT THE STANDARDS AND CONDITIONS. WE RECOGNIZE THAT THIS GENERAL GUIDE TO ADMINISTERING THE ARMY JROTC PROGRAM IS NOT INCLUSIVE OF ALL DETAILS OF PERFORMANCE. THIS INFORMATION IS PROVIDED TO ASSIST THE CADET IN HIS/HER PURSUIT OF EXCELLENCE IN THE JROTC CORPS OF CADETS AT ST. AUGUSTINE HIGH SCHOOL.**

Cadet Signature	
(Type Legal Name)	
Parent/Guardian Signature	

**Important Notice:**

*The check box next to the signature fields are required for acceptance of these documents. By checking the box you acknowledge and accept these fields as your authorizing signature. If you have additional questions or concerns, please contact the St. Augustine High School's JROTC Senior Army Instructor.*



**DEPARTMENT OF THE ARMY**

St. Augustine High School  
3205 VARELLA AVE  
ST. AUGUSTINE, FL 32084  
904-547-8821

**Student Information Sheet**

Date required by the Privacy Act of 1974

1. Authority: Title 5, U.S.C. 103

2. Principle Purposes: (a) Serves as a record of agreement of responsibility for articles of government clothing and equipment issued to Cadets. (b) Serves as a record of parental verification of student's health for participation in the JROTC program.

3. Mandatory or Voluntary Disclosure and Effect on Individual: Mandatory disclosure. Students will not be allowed to participate in the JROTC program unless the parent or guardian signs this statement.

**Student Information Sheet**

Last Name		First Name		Middle	
Student #		D.O.B.			
Student Cell#		Student Email			
Mailing Address:					
Parent/Guardian's Name					
Parents/Guardian's Phone					
Parents/Guardian's Email					
Emergency Contact Information		Name		Contact #	
		Name		Contact #	
		Name		Contact #	
Student's Grade:					
JROTC LET LEVEL:					
Prior JROTC?					

Read and sign the following statement:

I understand that I will be issued a government-owned military uniform and that I will be required to care for this uniform it is in my possession and return it to the JROTC Department, St. Augustine High School, on demand of the Property Book Officer, or when leaving the program for whatever reason. I also understand that if I lose or damage any part of the uniform, I will be required to pay for it before receiving credit for this course of instruction. I will be required to wear the complete uniform regularly, and failure to do so will result in an F and a loss of credit. Cadets must get their uniform professionally dry-cleaned before turning in.

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(Cadet Signature)

(Parent Signature)

## JROTC Statement of Health, Medical Insurance Coverage & Treatment Form

Instruction and training conducted as part of the JROTC curriculum contain physically demanding exercises and events like running through an obstacle course. Weekly physical fitness (or PE) training/instruction is part of the JROTC curriculum, and after-school "Raider Team" extracurricular training can be physically demanding for many student cadets.

This form provides the JROTC Instructors with required and needed information about the availability of medical/health insurance coverage for your son/daughter. Also, it provides us with information about any medical conditions or medical history we need to know about.

CADET NAME:

(Last Name)

(First Name)

(MI)

**Section 1: Medial Healthcare Coverage/Insurance.** For your child to participate in the JROTC program at St. Augustine High School, he/she should be covered by healthcare/medical insurance.

*I (we), the undersigned assure that Cadet*  *is covered by a*

*Health/medical insurance policy (company name)*  *and that I (we) give my (our) permission for above named Cadet to participate in the following JROTC activities: Physical Fitness (PE), Marksmanship training, Drill, Color Guard, and Raider team, orienteering, and any other physically demanding training, etc.*

**Section 2: Medical Conditions or Impairments and Physical Exam.** Cadets should have a current physical exam on file with the JROTC or the SAHS athletic department before students can participate in the after-school program physical activities or competitions.

*My child (Cadet)*  *has no medical condition or impairment that would preclude his/her full participation in Army JROTC and has my (our) permission to participate in any JROTC-sponsored classes, training, or activities (Physical Form attached).*

Please provide any of the following information so that the JROTC Instructors and any medical treatment personnel are fully aware of the Cadet's medical history:

*Allergies:*

*Medication(s) being taken:*

*Date of Tetanus shot:*

*Physical Impairments:*

Other pertinent facts to which Physicians or JROTC Instructors should be advised of:

**Section 3: Emergency Treatment Permission** – Permission to treat.

I (we), , the Parent/Guardian of (Cadet)   
(Last Name here)

a minor who is a student at St. Augustine High School-St. Johns County School District does hereby give my (our) consent, in the event of any serious injury or illness, to reasonably attempt to contact me (us) at the telephone number(s) listed below, and also do hereby grant the following:

- a. The administration of any medical treatment deemed necessary by a licensed physician.
- b. The transfer of Cadet to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinion of two licensed physicians concurring on the necessity is obtained before performing such surgery.

Consent is hereby given to St. Augustine High School JROTC personnel to contact paramedics and other medical professionals to come to the scene of injury to stabilize the condition while an attempt to make contact by telephone with the person(s) named heron.

**Section 4: Wavier of Liability** – All activities conducted by the JROTC program are supervised, and all possible safety precautions are taken during the activities; however, the possibility of an accident or injury does exist.

I (we), , waive all rights to bring legal actions against the St. Johns County School District, St. Augustine High School personnel, the Army JROTC instructors, and the United States Government for accidents that could occur during a JROTC activity.

Date:

(Parent/Guardian signature)

Day Time Telephone #

Night Time Telephone #

# JROTC Uniform Agreement Form

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, U.S.C. 2031

PRESCRIBING DIRECTIVE: Cadet Command & Army Regulation 145-2

PRINCIPAL USE: To acknowledge responsibility and obtain permission to maintain a clothing record of a JROTC Cadet.

ROUTINE USES: To comply with federal (U.S. Army) requirements to maintain clothing records on all JROTC Cadets-issued uniform items. Information is used to prepare and maintain the supply issue/turn-in records. Information may also be used to recover lost, stolen, or unreturned supply/clothing items.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of some information is voluntary, while other information is mandatory. Failure to provide information may result in disenrollment from JROTC.

## PARENTAL UNIFORM AGREEMENT AND RESPONSIBILITIES

To: Senior Army Instructor  
St. Augustine High School JROTC

I have read the Privacy Act notice above and hereby agree to the enrollment of my son/daughter:

Cadet's Full Name	
Mailing Address	
Telephone Number	
Email Address	

As a member of the St. Augustine High School JROTC program, I also agree that:

**I will be responsible for all uniforms, accessories, and equipment loaned to the above student.** Should any items not be returned in good condition (lost or damaged) upon demand, I may be required to pay the full Government price of the uniform items and/or equipment. I understand that failure to return the uniform items will constitute theft of U.S. Government property which will be reported to the appropriate authorities (St. Johns County School District). The school may also withhold grades and/or transcripts.

During the time the uniform items and equipment are in my son's/daughter's possession, I will ensure that they are maintained in good condition, kept clean and pressed as necessary and that no alterations, except those authorized by proper authority, are made on any uniform item or equipment. Clothing items should be cleaned prior to turn-in.

**At no time will any uniform item or JROTC equipment be used by any other family member or the enrolled Cadet for any activity not authorized by the JROTC Department.** This especially applies to the issued boots or any part of the Army Combat Uniform (ACU) for the purpose of hunting or any other unauthorized use.

My son/daughter will comply with all rules, regulations, and orders governing the use of JROTC uniforms and equipment.

Signature of Parent / Guardian:  Date:

Printed name of Parent / Guardian:

Relation to student:

**Submit Button**

Welcome to St. Augustine High School JROTC Program!