

**QUANTICO HIGH SCHOOL
UNITED STATES MARINE CORPS JUNIOR RESERVE OFFICERS'
TRAINING CORPS**

PARENT INFORMATION LETTER



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The Marine Corps Junior ROTC program is conducted only in a limited number of carefully selected high schools and academies in the United States. Its primary goal is to familiarize cadets with the basic military skills and traditions of the Marine Corps, while developing those necessary qualities of leadership; character, confidence, and self-discipline. While participating in the program incurs no obligation of future military service, the training will go a long way toward enhancing opportunity in both military and civilian careers. 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 must possess the social and technical skills necessary to succeed in a rapidly changing world. It is this awareness of tomorrow's challenges that drives the program of the Marine Corps Junior ROTC toward leadership development. Welcome aboard! The challenge of excellence is here. The opportunity for growth is unlimited!

Mr. Michael A Johnson
Principal QMHS

Paul D. Roy
Lieutenant Colonel USMC (Ret)
Senior Marine Instructor

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UNITED STATES MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS

Dear Parent or Guardian,

Welcome to the Quantico High School United States Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Program! The Secretary of the Navy has authorized the Commandant of the Marine Corps to establish Marine Corps Junior Reserve Officers' Training Corps programs throughout the United States. There are 269 MCJROTC units in the country divided among four MCJROTC Regions. There are 13 MCJROTC units in the state of Virginia.

The Quantico High School MCJROTC program is a four-year academic course taken as an elective. Enrollment does not obligate a student to join the Marine Corps or any other branch of the service. Cadets, however, must accept Marine Corps standards of discipline, appearance and training. For enrollment and continuance in the MCJROTC unit, a student must:

1. Be enrolled in and attending a regular course of instruction at the school where the unit is located.
2. Be a citizen of the United States or a U.S. National and be at least 14 years of age or will have reached their 14th birthday in that current school year.
3. Be of good moral character as determined by the Principal of the school and the Senior Marine Instructor.
4. Adhere to all school rules and standards of conduct.
5. Act as a responsible citizen at all times in and out of school.
6. Refrain from substance abuse, alcohol, or other drugs.
7. Adhere to the MCJROTC Honor Code.
8. Adhere to all United States Marine Corps grooming standards at all times throughout the week whether in or out of uniform. Cadets who violate grooming standards (facial hair, unauthorized sideburns and mustaches, colored hair, braids, unauthorized jewelry, and hair not worn properly while in uniform etc.), will be given a failing grade and could be subject for additional disciplinary action. Excuses will not be accepted for a cadet not knowing or for a cadet not adhering to MCJROTC grooming standards. Every cadet will be issued a cadet handbook explaining Marine Corps grooming standards. This handbook will be kept in his/her MCJROTC notebook for daily use.
9. Adhere to all United States Marine Corps uniform policies. Cadets will wear the uniform once a week or when directed. Cadets will be given a failing grade if they fail to wear the exact uniform that was issued them and they will be disciplined when they fail to wear the prescribed uniform in the proper manner. The uniform schedule is posted in the classroom at least three months in advance. If for some reason a cadet is not in school over a uniform inspection day, it is still the responsibility of the cadet to be in the appropriate uniform for the first day back at school. If the cadet is absent on uniform day, he or she must wear the uniform and be inspected the day he or she returns to school. The excuse "I wasn't at school," "I didn't know," or "I forgot" will not be accepted. Responsibility cannot be instilled in cadets if they are not held accountable for their actions. There will be consequences for irresponsible behavior. It is the Cadets responsibility to call either the MCJROTC office or another classmate or do whatever that has to be done to find out when uniform day is. It is also a major uniform violation for a cadet not to be dressed in the complete uniform when either inside a building or outdoors. Cadets must be fully dressed at all times when in uniform when traveling to and from school. Cadets will never disgrace the uniform or the Marine Corps by wearing the uniform improperly. Disciplinary action will result for this type of violation.

10. Participate in all MCJROTC classroom instruction and graded events such as orientation trips.
11. Participate in all MCJROTC fundraising activities. In order for the QMHS MCJROTC to participate in the many drill/marksmanship competitions, orientation visits and social functions that the unit is involved in, it is required that every cadet fundraise to help defray the enormous costs associated with these activities. If a cadet refuses to participate or fails to participate in two fundraising activities that cadet will not be allowed to participate in any activity unless he/she pays their fair prorated share of the unit's expenses. It is required that all cadets do two fundraisers during the course of the year. Bagging groceries is done at least once a month on a Saturday from 0945-1600. Cadets are given the choice to choose whatever Saturday they wish to fundraise. Cadets can also participate in car washers when scheduled during the fall and spring months. Car washers are also conducted on Saturday's from 0930-1500. If at the end of the school year a cadet has failed to satisfy the fundraiser requirement, that cadet will be required to reimburse the unit \$50.00 for each fundraising activity that they failed to participate in. All funds help defray the costs that were incurred by your son / daughter that was paid for by the unit throughout the year.
12. Be physically qualified to participate fully in the school's physical education program. A copy of the cadet emergency data form must be submitted to the MCJROTC department.

The Marine Corps objectives of the MCJROTC program are as follows:

1. Develop leadership skills.
2. Strengthen character.
3. Develop informed and responsible citizens.
4. Help form habits of self-discipline.
5. Promote an understanding of the basic elements and requirements for national security.
6. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.
7. Develop an interest in the military services as a possible career.

In order to achieve these objectives, classes are designed to emphasize patriotism, leadership, self-confidence and discipline. Cadets who openly refuse to say the pledge of allegiance, or cadets who state that they do not respect the United States will be disenrolled from the program. Classroom lectures, guest appearances, student research and presentations are included in the academic portion of the program. Physical fitness, drill and marksmanship training will be conducted throughout the school year to reinforce classroom instruction, teamwork, and mind-body coordination.

During the school year, on week days and /or weekends, the MCJROTC classes will take daylong field trips. All of the field / orientation trips are co-curricular and are graded events. In addition, a three to five-day orientation trip will be taken to a major military installation or educational site every other year. Visits may include taking flights on government aircraft, rappelling, obstacle courses, orientation rides on naval craft and amphibious vehicles, familiarization firing of military weapons, living in the barracks, subsisting in dining facilities and receiving briefs on numerous military occupational specialties. Orientation trips may include visiting the White House, New York City, Yorktown Naval Weapons Station, Little Creek Naval Shipyard, Camp Lejeune N.C., Parris Island,

S.C., Marine Corps Museum, United States Military Academy, United States Naval Academy, United States Merchant Marine Academy, the United Nations, 9/11 Memorial, the USS Intrepid, Virginia Military Institute, College Campuses, the Outdoor Odyssey, Arlington National Cemetery, and the Pentagon. Additionally, we visit on a yearly basis, Marine Barracks 8th & I, Washington D.C. to observe the Marine Corps Evening Parade with the Marine Band, the Drum and Bugle Corps and the Silent Drill Team.

The majority of the costs associated with being a member of the MCJROTC are borne by the MCJROTC program. The cadets however are required to pay a fifty dollar fee which will be used to purchase their MCJROTC polo shirt and their green MCJROTC t-shirt. Additionally, both of our planned day long orientation trips to the USNA and VMI require a minimum fee of twenty five-dollars each to pay for tickets to both homecoming football games and for lunch at VMI.

Cadets are issued complete sets of uniforms depending on what level MCJROTC classes they are enrolled in. All uniform items are issued clean. The uniforms are on loan from the U.S. Government and must be returned in good condition immediately when a cadet leaves the program. Alterations and dry cleaning of dress uniforms are at the expense of the cadets.

All uniform items except cammies will be returned to the MCJROTC office dry cleaned and pressed whenever a cadet leaves the program. Cammies are only to be washed. Cadets will not be allowed to participate in any athletic or extracurricular activity until all uniforms are turned in dry cleaned, pressed, washed or paid for if lost. Report cards / transcripts and graduation diplomas will be held by the school until all MCJROTC uniform items are turned in and fees paid for. Cadets will be required to reimburse the government for all lost, stolen, damaged or destroyed uniform items. Replacement items can be purchased at cash sales or the Marine Shop in Quantico town.

There are many benefits to the program. The most obvious is the leadership training. The self confidence and discipline obtained will give the cadet a decided advantage, not only in high school, but in college, the job market, or if desired, when joining the military service. Some specific advantages are:

ROTC COLLEGE SCHOLARSHIPS - Chances for obtaining a college ROTC scholarship, worth approximately \$180,000.00 are improved if a student has had MCJROTC. In addition, colleges may also give ROTC credit for MCJROTC, reducing the overall requirement for graduation.

NAVAL ACADEMY NOMINATIONS – Every Senior Marine Instructor of a MCJROTC unit is allowed to nominate outstanding cadets for appointment to the U.S. Naval Academy when the program has been selected as a Naval Honor School. This privilege allows a cadet to circumvent competition with civilian applicants for the limited number of congressional appointments.

HIGHER RANK FOR ENLISTMENT- If a cadet decides to enlist directly into the armed forces following high school graduation; he or she enters at a higher rank by virtue of having completed MCJROTC.

The MCJROTC instructors will treat all MCJROTC cadets with the utmost respect and dignity. In turn, Cadets must make every effort to conduct themselves in a manner so as not to bring discredit upon themselves, their families and school, or to the MCJROTC Program.

If you have any questions regarding the program, please feel free to contact the Marine Instructor, First Sergeant Tom Hamilton USMC (ret), or the Senior Marine Instructor, Lieutenant Colonel Paul Roy USMC (ret) at the MCJROTC office--work phone (703) 432-1380 or leave a message at the high school office (703) 630-7055/7056.

**QUANTICO HIGH SCHOOL MCJROTC
LEADERSHIP EDUCATION GRADING POLICY**

GRADES IN THE MCJROTC LEADERSHIP EDUCATION PROGRAM FOLLOW THE SAME GRADING SCALE
AS ESTABLISHED BY THE HIGH SCHOOL.

GRADING SCALE

A	Superior Achievement	97-100 A+
		93-96 A
		90-92 A-
B	Above Average	87-89 B+
		83-86 B
		80-82 B-
C	Average	77 -79C+
		73-76 C
		70-72 C-
D	Below Average	67-69 D+
		63-66 D
		60-62 D-
F	Failure	59 or Below

I Incomplete - Must be made up within 1 week after the end of grading period or a grade of F will result.

A CADETS GRADE WILL BE DETERMINED BY THE EVALUATIONS/TESTS RECEIVED IN THE FOLLOWING AREAS. ALL THE BELOW EVALUATIONS/TESTS/ ASSESSMENTS AND PARTICIPATION COUNT 100 POINTS.

- * ASSESSMENT OF ALL CLASSROOM INSTRUCTION (WRITTEN)
- * PRACTICAL APPLICATION EVALUATIONS: DRILL, SWORD MANUAL, LAND NAVIGATION
- * ORAL EVALUATIONS
- * PERSONNEL INSPECTIONS (UNIFORM AND GROOMING STANDARDS)
- * LEADERSHIP / CONDUCT EVALUATIONS
- * COMMUNITY SERVICE PARTICIPATION
- * ADMINISTRATIVE REQUIREMENTS / DEADLINES
- * PARTICIPATION IN ALL UNIT EVENTS, ORIENTATION TRIPS, LEADERSHIP CAMPS ETC...
- * YOUTH PHYSICAL FITNESS TEST
- * MARKSMANSHIP QUALIFICATION

USMC Grooming Standards

Women's Hair

No eccentricities in the manner of wearing head, facial, or body hair will be permitted. If applied, dyes, tints, bleach and frostings, which result in natural colors and compliment the complexion tone, are authorized. Hair may touch the collar, but will not fall below the lower edge of the collar. Multiple braiding is authorized. Hairnets are only authorized for specific types of duty.

- Hair will be styled so as not to interfere with the proper wear of the uniform headgear.
- Hair must not show under the brim of any headgear.
- Barrettes, combs, rubber bands, etc. are authorized if concealed by the hair.
- 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.

Men's Hair

- *Hair will be neat and closely trimmed
- *Hair will be evenly graduated from 0 to 3 inches in length
- *Sideburns will not extend below the top of the orifice of the ear
- *Head hair will be styled so as not to interfere with the proper wear of uniform headgear

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CADET EMERGENCY DATA FORM

Name: Last _____ First _____ MI _____
Grade: _____ SSN: _____ Date of Birth: _____
Address: _____ Home Phone: _____

Parents Home email _____

Father /Mother Rank _____

Father/Guardian: _____ Work Phone: _____ Work email _____

Mother/Guardian: _____ Work Phone: _____ Work email _____

Other person who can be contacted in case of an emergency:

Name: _____ Relationship: _____ Phone: _____

Does the student have school insurance? Circle one: YES NO

Does the student have medical coverage under another policy? Circle one: YES NO

Medical Insurance Company _____ Policy Number: _____

(Medical insurance, either school insurance or coverage under another type policy is required for Cadets to participate on any field trip with the MCJROTC)

Name of family doctor: _____ Phone Number: _____

Is the student physically qualified to participate fully in the school's physical education program? Circle one: YES NO

Does the student have any medical problem or concern? Circle one: YES NO

If YES please explain _____

Does the student require any special medication? Circle one: YES NO

If YES, what type _____

Is the student subject to conditions that might require attention? (epilepsy, fainting, diabetes, asthma, allergies, etc.) If YES please explain _____

Are there any physical defects that would limit participation in physical training? Circle one: YES NO

If YES please explain _____

Can the student swim? Circle one: YES NO

My son/daughter is physically qualified to participate in the MCJROTC program. Circle one: YES NO

In the event of illness or emergency requiring medical treatment to my son/daughter, and the attending physician is unable to contact the parents/guardians, we the undersigned authorize the Senior Marine Instructor or the Marine Instructor to procure and authorize appropriate treatment for our child.

Signature Father/Guardian _____ Date: _____

Signature Mother/Guardian _____ Date: _____

STATEMENT OF UNDERSTANDING

PLEASE KEEP THE PARENT LETTER. PLEASE COMPLETELY FILL OUT THIS FORM AND THE EMERGENCY DATA FORM AND RETURN THESE TWO FORMS WITHIN FIVE SCHOOL DAYS TO THE MCJROTC UNIT.

The MCJROTC program provides uniforms at no cost to the Cadet. The costs for alterations and dry cleaning are borne by the cadets. During the school year, the unit will issue between \$250.00 and \$700.00 worth of uniforms to each MCJROTC cadet depending on what level class they are enrolled in. This uniform issue will be recorded on a clothing receipt form maintained by the MCJROTC department for the entire time that a cadet is involved in the program. Utmost care must be taken to ensure uniforms and accessories are not stolen or lost either at school or home. **Willful or intentional abuse or neglect of uniforms will subject the individual Cadet to a request by the Senior Marine Instructor to reimburse the government for the cost of replacing the lost or stolen uniform item.**

CADETS ARE DIRECTED TO READ AND ACKNOWLEDGE BY SIGNATURE THE FOLLOWING STATEMENT:

“I agree to the best of my ability, to safeguard my MCJROTC uniforms and accessories from theft or misplacement. I understand that I will maintain my uniforms by having them dry-cleaned when necessary. **I further agree to have all of my uniforms dry cleaned and pressed before I am allowed to return them to the MCJROTC department and before I am allowed to disenroll, transfer or graduate. I understand that I will not be allowed to participate in any school athletic or other extracurricular activity until all of my uniforms have been turned in or until I have fully reimbursed the MCJROTC for all lost or destroyed uniform items.** Additionally, I will not give or loan my uniforms or accessories to another student or MCJROTC cadet, nor will I wear my uniform except to school or to events officially approved by a MCJROTC instructor. I understand that if I intentionally or willfully neglect or abuse my uniforms, I will be required to reimburse the government for costs to include legal fees associated with repair or replacement of uniforms.

CADET SIGNATURE _____ DATE: _____

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

I have read and understand the requirements for enrollment, disenrollment, and continuance in the MCJROTC program as described in this parent letter, and I fully agree to abide by all the rules governing the Quantico High School MCJROTC program.

CADET SIGNATURE _____ DATE: _____

PARENT/GUARDIAN SIGNATURE _____ DATE: _____