

CADET HANDBOOK

2026 - 2027



FORWARD

Welcome to the Tolleson Union High School Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program. We are looking forward to another great year. The goal of the MCJROTC program is to help cadets develop leadership skills, build character, promote citizenship and responsibility, and develop habits of self-discipline through the study and practical application of Marine Corps leadership traits and principles.

Leaders at every level must be fully aware of the importance of character, responsibility, hard work, and self-discipline if they are to be successful in facing the challenges of a rapidly changing world. While participation in the program incurs no obligation of future military service, the instruction that cadets receive goes a long way toward enhancing opportunities in any chosen career field.

This handbook contains a lot of important information. Instructors expect each cadet to be familiar with its contents. Please keep this information readily available for your use, as you will find it an invaluable learning tool for our Leadership Education curriculum.

We are looking forward to working with each and every one of you, and we are proud that you have made the decision to become a MCJROTC cadet at Westview High School.

Semper Fidelis (Always Faithful),

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CHAPTER ONE

GENERAL INFORMATION

1-1. 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 Commandant of the Marine Corps (CMC) to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

1-2. 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 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. Our program meets these requirements. Similar programs are conducted nationwide by the other three military services.

1-3. MISSION. Develop informed citizens, strengthen character by the teaching of discipline, and developing understanding of the responsibilities of citizenship.

1-4. OBJECTIVES. The objectives of the MCJROTC program are as follows:

- a. To develop informed and responsible citizens.
- b. To develop leadership skills.
- c. To strengthen character.
- d. To promote an understanding of the basic requirements for national security.
- e. To help form habits of self-discipline.
- f. To develop respect for, and an understanding of, the need for constituted authority in a democratic society.
- g. To develop an interest in the Military Services as a possible career.

CHAPTER TWO

TOLLESON UNION HIGH SCHOOL MCJROTC

2-1. ORGANIZATION. The MCJROTC unit at Tolleson Union High School is designated a JROTC unit per Public Law 88-647, codified in Title 10, U.S.C., Section 2031. The Secretary of the Navy (SECNAV) has authorized retired commissioned and noncommissioned officers, and members of the Fleet Marine Corps Reserve whose qualifications are approved by SECNAV and the institution concerned, to serve as members of the Leadership Education staff. Members of the Leadership staff are employees of the school district and are responsible to school authorities for the conduct of the program. Course membership is limited to students who maintain academic and discipline standards acceptable to the Tolleson Union High School District and the U.S. Marine Corps.

2-2. THE MCJROTC PROGRAM

a. The MCJROTC program at Tolleson Union High School is a four year, four level, elective academic course which provides one credit for each year satisfactorily completed.

b. Students are normally assigned to the Leadership Education (LE) course level appropriate to their year in school/year as a cadet. That is, freshmen and new MCJROTC cadets are assigned to LE-I, sophomores/2nd year cadets to LE-II, juniors/3rd year cadets to LE-III, and seniors/4th year cadets to LE-IV.

c. Cadets will progress through the Tolleson High School MCJROTC program according to their satisfactory completion of the Leadership Education curriculum.

d. In most cases, cadets transferring from other than a MCJROTC program will receive full credit for training accomplished, although their rank and billet held may be adjusted, as necessary. However, cadets who have three years of prior JROTC experience from other than a MCJROTC program will not always be placed into the LE-IV curriculum. At Tolleson Union High School, LE-IV cadets should have the prerequisite knowledge and experience of MCJROTC, as they serve primarily as mentors and leaders for the rest of the cadets within the program.

2-3. GENERAL ENROLLMENT REQUIREMENTS. To be eligible for enrollment and continuance in MCJROTC unit, the student must:

- a. Be enrolled in and attending a regular course of instruction at Tolleson Union High School.
- b. Be a citizen of the United States, or U.S. National or alien lawfully admitted to the United States for permanent residence, and in a grade above the 8th grade.
- c. Be of good moral character as determined by the principal of the school and the MCJROTC staff.
- d. Be physically qualified to participate fully in the school's physical education program.

2-4. GENERAL DISENROLLMENT PROCEDURES. Cadets who are disenrolled from MCJROTC during the school year may receive a failing grade for the year, and lose the elective credit, whether or not they successfully transfer into another elective. Cadets may be disenrolled from the MCJROTC program for any of the following reasons:

a. Voluntary Requests – cadets who voluntarily request disenrollment from the program may be disenrolled if approved. Additionally, cadets who transfer from Tolleson Union High School will automatically be disenrolled from the program.

b. Enrollment Failure – cadets who fail to maintain enrollment standards may be disenrolled from the program.

c. Academic failure – cadets must maintain a passing grade within the MCJROTC curriculum in order to remain a part of the program. Additionally, cadets who do not maintain passing grades in three or more of their other classes may be considered for disenrollment.

d. Poor attendance – cadets with demonstrated poor attendance, which may include both unexcused absences and excused absences, if either or both are preventing the cadet from satisfactorily meeting the requirements of the MCJROTC program.

e. Failure to wear the uniform – cadets who consistently fail to wear the MCJROTC uniform on designated uniform days throughout the school year may be considered for disenrollment. Failure to wear the uniform three or more times during a grading period may result in a failing grade for that marking period, and the cadet may be considered for disenrollment.

f. Inaptitude – cadets who consistently demonstrate poor performance and/or an inability to develop basic leadership skills may be disenrolled.

g. Poor attitude – any cadet who consistently displays a poor attitude and a lack of motivation regarding the MCJROTC program may be disenrolled.

g. Misconduct – cadets who fail to obey the Tolleson Union High School District Code of Behavior, Tolleson Union High School regulations, and/or any of the agreed upon enrollment requirements for MCJROTC as outlined in Part Two of the “Application and Agreement for Enrollment in the Marine Corps Reserve Junior ROTC Program” (part of their Cadet Processing Forms) may be disenrolled from the MCJROTC program. Additionally, cadets convicted of misdemeanor or felony charges in civilian court may be disenrolled from the program.

2-5. PROGRAM BENEFITS. Successful participation in the MCJROTC program will enhance the cadet’s leadership skill, character development, and self-discipline. Additionally, successful completion of two years of instruction in the MCJROTC program may result in the following additional benefits.

a. Upon enlistment in the U.S. Marine Corps or the U.S. Marine Corps Reserve, enlistees will be appointed to the rank of Private First Class (E-2), effective the date of enlistment (although grade insignia will not be worn until completion of recruit training).

b. All branches of the Armed Forces afford similar promotion benefits to cadets upon enlistment into the pertinent service. In some cases, promotion to E-3 is even possible.

c. Enrollment in a MCJROTC program enhances cadet readiness for the preparation of both ROTC scholarship applications and/or applications to one of the service academies.

d. MCJROTC instructors may provide recommendation letters and/or letters of reference to cadets who successfully participate in the MCJROTC program for inclusion into college/trade school applications.

e. MCJROTC instructors may provide job recommendations and/or reference letters to potential civilian employers for cadets who successfully participate in the MCJROTC program.

2-6. MCJROTC LEADERSHIP EDUCATION. The program of instruction contained herein describes the curriculum being used in the MCJROTC program at Tolleson Union High School. The MCJROTC course of instruction is designed to emphasize leadership education and leadership development. Marine Corps uniforms are worn and training in Marine Corps history and customs, military courtesies, drill and ceremonies, grooming, physical training, and other military skills are used as vehicles to develop self-esteem, self-confidence, self-discipline, and basic leadership. MCJROTC cadets will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Accordingly, LE-I is for those cadets entering their first year of the program, while LE-IV is for those cadets who have successfully completed LE-I through LE-III. The Leadership Education levels are outlined as follows:

a. LEADERSHIP EDUCATION I (LE-I). The course of instruction is a combined program of classroom instruction and practical application designed to emphasize leadership education, citizenship, self-discipline, personal growth and responsibility, and character development. Basic training in leadership tenets, physical fitness, health, drill and ceremonies, military customs and courtesies, general military subjects, grooming standards, uniform wear and care, and military organization are taught as part of the cadets' orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, and adhere to appropriate grooming standards. Extracurricular activities include Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events. The first year also gives the new cadets exposure to personal growth and responsibility, and establishes a foundation of military structure and tradition. Students planning to enroll in JROTC programs must meet program entry requirements.

b. LEADERSHIP EDUCATION II (LE-II). This course builds upon knowledge and experience attained during Leadership Education I. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, character development, and future career considerations. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets' further orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events.

c. LEADERSHIP TRAINING III (LE-III). This course builds upon the knowledge and experience attained during Leadership Education I and II. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, and character development. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets' further orientation to the Marine Corps. During this year, there is an increased emphasis on the consideration and exploration of post high school educational and career opportunities. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events.

d. LEADERSHIP TRAINING IV (LE-IV). The course allows senior cadets the opportunity to serve as both a training facilitator for the MCJROTC instructional staff and as a mentor for junior cadets. Senior cadets are expected to display positive attitudes, requisite leadership ability, and perform in leadership roles within the MCJROTC cadet organization. Senior cadets are assigned to Leadership Education I or II classes to provide leadership, serve as role models, conduct training, and mentor junior cadets as a means to enhance their leadership education and prepare them for a career after high school. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events.

2-7. SENIOR MARINE INSTRUCTOR (SMI). The SMI is a retired Marine Officer who administers and conducts the MCJROTC program at Tolleson Union High School in accordance with Marine Corps Order P1533.6E, and under the direction and guidance of Tolleson Union High School District, the principal at Tolleson Union High School, and the Director, MCJROTC.

2-8. MARINE INSTRUCTOR (MI). The MI is a retired Marine Staff Noncommissioned Officer (SNCO) who assists the SMI in the operation of the MCJROTC program at Tolleson Union High School.

2-9 CADET EVALUATION/GRADING. Class standing is determined per the standards set forth by the Tolleson Union High School District. Students who participate in the JROTC program will receive credit for each semester successfully completed. Overall MCJROTC grades for each cadet are determined by the MCJROTC instructional staff based on the cadet's performance in the following areas:

Grading Policy. Cadets of Marine Corps JROTC will be graded in multiple areas of the program. The academic curriculum portion of the program will be graded very much like other traditional high school classes. However, as part of their overall MCJROTC grade, cadets will also be observed, evaluated and graded on their leadership performance. Leadership performance will encompass carrying out one's cadet duties and it will also cover participation in citizenship activities and other MCJROTC activities.

Grading students is the responsibility of the JROTC instructor staff. Scores are the responsibility of the cadet! Cadets are responsible for knowing what is happening each week in the JROTC. A training schedule is posted in the classroom and all events for the month are clearly described, including all exam and assignments. Assignment rubrics will be posted in the classroom to ensure Cadets understand how they are being graded. Cadets must read the training schedule to keep abreast of unit activities, so that they can plan accordingly and be successful. Assignments missed due to absences are the responsibility of the cadet. Cadets who have an excused absence will be given the opportunity to make up the work upon returning to school. Assignments must be completed as scheduled. Cadets who fail to make-up an assignment will receive an "F" for that assignment. Cadets will have one week or the first day returning to school to make-up missed assignments.

Grading Scale. Each quarter will count for 45% of a student's grade, and the semester test is 10% of the grade.

Letter Grade Equivalents. The following scale is used to determine exact letter grades.

A = 90 -100%
B = 89 - 80%

C = 79 -70%
D = 69%-60%

F = 59% and below

2-10. COMPLETION CERTIFICATES. Completion certificates will be awarded to all cadets who satisfactorily complete two years or more in the MCJROTC program.

CHAPTER THREE

ORGANIZATION OF THE CORPS OF CADETS

3-1. ORGANIZATION OF THE CORPS OF CADETS

- a. The Tolleson Union High School MCJROTC Corps of Cadets operates as a company consisting of the following elements:
 - (1) Cadet Company Staff
 - (2) Cadet Platoons (one per instructional period)
 - (3) Cadet Squads (four per platoon)

- b. The Company Staff will consist of the following cadet billets (Rank will be based on cadet's current standing within JROTC):

(1) Cadet Company Commander	Captain
(2) Cadet Company Executive Officer	First Lieutenant
(3) Cadet Company Operations Officer	First Lieutenant
(4) Cadet Company Logistics Officer	First Lieutenant
(5) Cadet Company Administrative Officer	First Lieutenant
(6) Cadet Company Public Affairs Officer	First Lieutenant
(7) Cadet Company First Sergeant	First Sergeant
(8) Cadet Company Gunnery Sergeant	Gunnery Sergeant
(9) Cadet Company Operations Chief	Staff Sergeant
(10) Cadet Company Administrative Chief	Staff Sergeant
(11) Cadet Company Logistics Chief	Staff Sergeant
(12) Cadet Company Public Affairs Chief	Staff Sergeant

- c. The Cadet Platoon Headquarters will consist of the following cadet billets:
 - (1) Cadet Platoon Commander
 - (2) Cadet Platoon Sergeant

- d. The Cadet Squads will consist of the following cadet billets:
 - (1) Cadet Squad Leader
 - (2) Cadet Squad Members

- e. Actual ranks of billet holders will depend upon the rank the cadet has obtained according to the unit promotion system.

3-2. **BILLET ASSIGNMENTS.** The Company Staff and other billets are selected through a billet board at the end of the schoolyear. Some cadet billets will be assigned by the SMI/MI on a rotating basis per the availability and suitability of available cadets within each platoon in order to allow as many cadets as possible the chance to serve in leadership positions. Billet assignments are not a guarantee; cadets must adhere to academic and physical requirements as set forth in the MCJROTC program. The SMI may execute billet assignment changes as needed based on conduct and performance.

3-3. CADET BILLET HOLDERS

a. Exercise of authority within the Corps of Cadets is delegated by the SMI/MI to those cadets serving in designated leadership billets. ***Accordingly, subordinate cadets are required to respect the authority exercised by cadet billet holders, and follow their instruction, guidance, and direction.***

b. The SMI/MI will provide supervision, mentorship, and guidance for all cadets serving in leadership billets.

c. Duties

(1) Cadet billet holders are required to exercise the appropriate leadership responsibilities pertinent to their assigned leadership billet.

(2) Cadet billet holders are expected to set the highest standards of proficiency, conduct, military bearing, and personal grooming standards in order to provide the best possible example for their fellow cadets to follow.

(3) Cadet billet holders are responsible for exercising command, control, training, administration, and accountability of all personnel and equipment under their charge during MCJROTC classroom activities, special events, and extracurricular activities.

(4) Cadet billet holders are responsible for maintaining good order and discipline of their respective units.

(5) Cadet billet holders are only authorized to administer “motivational physical training” to subordinate cadets under the direct supervision of the SMI/MI.

d. Cadet Company Commander

(1) Serve as the senior billet holder in the Corps of Cadets for all MCJROTC functions, special events, and assigned extracurricular activities.

(2) Advise and assist the SMI/MI in the execution of the annual training plan.

(3) Lead, supervise, and direct the Company Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(4) Serve as an overall mentor for each member of the Corps of Cadets.

(5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

e. Cadet Company Executive Officer

(1) Be prepared to serve as the senior cadet of the Corps of Cadets in the absence of the Company Commander.

(2) Serve as the second in command for all MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, and Cadet Company Commander in the execution of the annual training plan, and other events, as required.

(4) Direct and supervise the actions of the Company Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

f. Operations Officer

(1) Be prepared to serve as the Cadet Company Executive Officer or Cadet Company Commander in the absence of either billet holder.

(2) Serve as third in command for MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(4) Conduct primary planning and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

g. Cadet Company Logistics Officer

(1) Be prepared to serve as the Cadet Company Operations Officer in their absence.

(2) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(3) Assist the Operations Officer with the logistical planning and support of all events on the training schedule throughout the academic year for the Corps of Cadets.

(4) Supervise the Cadet Armory Chief in the upkeep, security, and accountability of items stored in the unit armory space.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

h. Cadet Company Supply Officer

(1) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(2) Assist the SMI in the upkeep, security, and accountability of the uniforms and equipment within the Supply Warehouse.

(3) Become familiar with the NAVMC 10939A and NAVMC 10939B JROTC Memorandum Receipts for Uniform Issue and ensure the uniform issue/receipt logbook is kept up to date.

(4) Ensure strict accountability of the uniform and equipment stored in the Supply Warehouse.

(5) Serve as the primary cadet to issue/receive uniform items in the Supply Warehouse, and supervise and assist the Cadet Company Supply Chief in the performance of their duties.

(6) Serve as a mentor for each member of the Corps of Cadets.

(7) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

i. Cadet Company Administrative Officer

(1) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(2) Become familiar with the Cadet Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(3) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

- (4) Assist the SMI with pertinent cadet administrative matters, assist the Cadet Company First Sergeant and supervise the Cadet Company Administrative Chief in the performance of their duties.
- (5) Serve as a mentor for each member of the Corps of Cadets.
- (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

j. Cadet Company First Sergeant (There may be a time when a cadet may be designated as the Cadet Company Sergeant Major)

- (1) Serve as senior enlisted member of the Corps of Cadets, and be prepared to assume a leadership role in the absence of the Cadet Company Officers.
- (2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.
- (3) Ensure that you always have accurate accountability of the total number of cadets, to include during unit level training events, field trips, and other activities, as required. Maintain an updated cadet alpha roster at all times.
- (4) Become familiar with the Cadet Records database and assist the SMI/MI and Administrative Officer in the input of pertinent data into the Cadet Records database, as needed.
- (5) Become familiar with the Cadet Training Records, and assist the SMI/MI, Administrative Officer, and Administrative Chief in the upkeep of pertinent information in Cadet Training Records.
- (6) Serve as a mentor for each member of the Corps of Cadets.
- (7) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

k. Cadet Company Gunnery Sergeant

- (1) Be prepared to serve as the Company First Sergeant in their absence.
- (2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.
- (3) Assist the Operations Officer and Logistics Officer in the primary planning, support, and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.
- (4) Serve as a mentor for each member of the Corps of Cadets.
- (5) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

l. Cadet Company Operations Chief

- (1) Be prepared to serve as the Company Gunnery Sergeant in their absence.
- (2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.
- (3) Assist the Operations Officer in the primary planning and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.
- (4) Serve as a mentor for each member of the Corps of Cadets.
- (5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

m. Cadet Company Administrative Chief

- (1) Be prepared to serve as the Cadet First Sergeant in their absence.
- (2) Become familiar with the Cadet Training Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(3) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

(4) Assist the SMI, the Cadet Administrative Officer, and the Cadet Company First Sergeant with pertinent cadet administrative matters.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

n. Cadet Company Supply Chief

(1) Be prepared to serve as the Cadet Company Supply Officer in their absence.

(2) Assist the SMI/MI, and the Cadet Company Supply Officer in the upkeep, security, and accountability of the uniforms and equipment within the Supply Warehouse.

(3) Become familiar with the NAVMC 10939A and NAVMC 10939B JROTC Memorandum Receipts for Uniform Issue and ensure the uniform issue/receipt logbook is kept up to date.

(4) Ensure strict accountability of the uniform and equipment stored in the Supply Warehouse, and serve as one of the cadets authorized to issue/receive uniform items in the Supply Warehouse.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

o. Cadet Company Armory Chief

(1) Assist the SMI/MI in the accountability, upkeep, and administration of the Unit Armory.

(2) Ensure that strict accountability is kept of the Drill Rifles and NCO swords on hand in the Unit Armory, to include the monthly armory inventory.

(3) Ensure that daily issue/receipt of the Drill Rifles and NCO swords are properly completed and recorded.

(4) Serve as a mentor for each member of the Corps of Cadets.

(5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

p. Cadet Platoon Commander

(1) Serve as the senior billet holder in the class.

(2) Assist the SMI/MI in the execution of the daily class schedule.

(3) Supervise and execute platoon training in accordance with the training schedule.

(4) Supervise daily platoon formations.

(5) Supervise execution of the daily platoon muster and provide accountability information to the SMI/MI at the start of each class.

(6) Always ensure strict accountability of personnel and equipment.

(7) Be prepared to perform administrative functions at the direction of the SMI/MI.

(8) Conduct platoon uniform inspections, as required.

(9) Ensure pertinent information is passed to your platoon on a daily basis.

(10) Lead your platoon in close order drill and physical training per the training schedule.

(11) Serve as an overall mentor for each member of your platoon.

(12) Personally, maintain the highest standards of proficiency, conduct, military, bearing, and personal grooming standards for your platoon.

q. Cadet Platoon Sergeant

- (1) Serve as the senior enlisted billet holder in the class.
- (2) Assist the Cadet Platoon Commander in the execution of the daily class training schedule.
- (3) Execute daily platoon formations.
- (4) Execute the daily platoon muster and provide accountability information to the Cadet Platoon Commander at the start of each class.
- (5) Always ensure strict accountability of personnel and equipment.
- (6) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander.
- (7) Conduct platoon uniform inspections, as required.
- (8) Lead your platoon in close order drill and physical training per the training schedule.
- (9) Serve as an overall mentor for each member of your platoon.
- (10) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your platoon.
- (11) Be prepared to serve as the Platoon Commander in his/her absence.

r. Cadet Squad Leader

- (1) Serve as the senior member of your squad.
- (2) Assist the Cadet Platoon Sergeant in the execution of the daily class training schedule, to include daily platoon formations.
- (2) Provide squad accountability information to the Cadet Platoon Commander or Cadet Platoon Sergeant.
- (4) Ensure strict accountability of squad personnel and equipment at all times.
- (5) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander or Cadet Platoon Sergeant.
- (6) Ensure your squad is properly informed of pertinent information.
- (7) Conduct squad uniform inspections, as required.
- (8) Lead your squad in close order drill and physical training per the training schedule.
- (10) Serve as an overall mentor for each member of your squad.
- (11) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your squad.

CHAPTER FOUR

DAILY CLASSROOM PROCEDURES

4-1. ATTENDANCE

- a. Class attendance. Attendance at all assigned classes is mandatory for cadets.
- b. Absences. Excused and unexcused absences will be dealt with in accordance with established school policy.
- c. Tardiness. A cadet that is not present when the late class bell is sounded will be sent to sweep per school policy.

4-2. DAILY CLASSROOM PROCEDURES

- a. Upon entering the classroom, cadets will take their seats at their assigned desk. They will sit at the position of attention until given the command, "At ease". Students may relax, but no talking is allowed.
- b. Cadets are expected to bring appropriate materials to class (Cadet Handbook, writing utensil, notebook). Cadets will bring the physical training (PT) uniform, or appropriate footwear for close order drill, to class when directed.
- c. Food/drinks are prohibited in class or formation unless authorized by SMI/MI. Chewing gum is not authorized.
- d. Talking in a quiet manner is permitted during breaks only. Do not be a distractor during classes!
- e. Cadets should not use JROTC class time as a study hall to catch up on non-JROTC subjects. Upon request, cadets may be authorized to do such work, but only if it is a dire necessity.
- f. If a cadet feels sleepy and unable to keep his/her head in an upright position, the cadet may go to the rear of the classroom and stand without support until an alert position can be maintained.
- g. There will be no electronic devices displayed, worn, or used while in the classroom. Music playing devices are not permitted unless specifically authorized by the instructors. Cadet cell phones must be turned off during class.
- h. Cadets will treat classroom furniture with respect by keeping feet off chairs and tables. Do not sit on tables.
- i. All head calls (bathroom breaks) will be made before or after class.
- j. Telephone calls will not be authorized except in emergency situations. MCJROTC classroom/office telephones are for official use by the SMI/MI only. Cadets are only authorized to use the telephones with permission of the SMI/MI. No routine calls may be made from these telephones. Proper protocol for answering classroom/office telephones is "Tolleson Union High School Marine Corps JROTC, Cadet (Last Name) speaking, how may I help you?"
- k. Cadets will not leave personal belongings, including school material, in the JROTC classroom. Check for personal items and trash prior to leaving class.
- l. Cadets will help maintain the cleanliness and order of the classroom. Each platoon commander will be responsible for care and cleaning of the classroom prior to dismissing the class.
- m. Cadets will read and familiarize themselves with the training schedule.

- n. Cadets will follow the school dress code and general regulations governing on campus conduct.
- o. Upon completion of the class period, cadets will be dismissed by the Marine Instructors or designated cadet, **not by the bell**. Chairs will be placed in their original position.
- p. Uniforms will be worn on days directed by the SMI/MI. Cadets are expected to conduct themselves in a respectful, quiet, and dignified manner whenever they are in uniform.
- q. Cadets will always use "Sir" while addressing/answering the SMI, and the appropriate military rank when addressing/answering the MI. When asking for permission or assistance, cadets are expected to say "Please" first.
- r. Cadets are NOT allowed in the SMI's/MI's office, the unit armory or the supply warehouse without specific approval by either the SMI/MI or a cadet billet holder.
- s. Wearing earrings by male cadets **WILL NOT BE PERMITTED** at any time while in uniform or while participating in MCJROTC activities.

CHAPTER FIVE

MILITARY CUSTOMS AND COURTESIES

5-1. GENERAL. MCJROTC cadets will observe and practice military customs and courtesies as part of the curriculum. Cadets will familiarize themselves with these customs and courtesies. The principles of military courtesy are basic courtesies applied to military life and are augmented by military customs of long-standing tradition.

5-2. COURTESY. Courtesy is the accepted form of politeness among civilized people. Courtesy builds personal relationships among individuals in all walks of life. Just as you show courtesy in civilian life, military courtesy requires that you show respect to your seniors, your peers, and your subordinates.

5-3. SALUTING

a. In the Marine Corps, we are not covered (wearing a service cap) indoors, and therefore do not salute while indoors, unless under arms.

5-4. HONORS TO THE COLORS, NATIONAL ANTHEM, AND THE MARINES' HYMN

a. When in uniform, outdoors, and not in formation or a vehicle, and the National Anthem is played, you will come to the position of attention, face the flag or direction of the music if the flag cannot be seen, render the appropriate salute, and hold the salute until the last note of the music is completed. When in formation during the playing of the "National Anthem", salute only on the order, "**Present, Arms**".

b. When indoors, whether you are in uniform or not, and the "National Anthem" is being played, you will stand at attention and face the flag or the direction of the music if the flag cannot be seen, until the last note of the music is complete.

c. When outdoors, in uniform, and not in formation, and the Colors are being marched by, halt (if you are moving), come to attention, and salute the Colors until they pass you by. If outdoors, in uniform, and in formation, and the Colors are being marched by, the senior cadet member will call the formation to attention, and the senior cadet member will salute the Colors until they have passed by.

d. During the playing of "The Marines' Hymn", whether indoors or outdoors, and whether you are in uniform or not, you will stand at the position of attention until the last note of the music is played.

CHAPTER SIX

UNIFORM GUIDELINES AND PERSONAL GROOMING STANDARDS

6-1. GENERAL. The appearance of a cadet is a measure of pride in the MCJROTC program, Tolleson Union High School, and our country. The uniform that a cadet is issued is the same as those issued to U.S. Marine Corps personnel, with the exception of MCJROTC patches and nametapes, and associated cadet rank insignia. Since 1775, Marines have worn their uniform with pride and distinction, many giving their lives while wearing the uniform in service of their country. ***Accordingly, the MCJROTC uniform will always be worn properly, neatly, and proudly.*** Repeated failure to wear the uniform appropriately will result in the confiscation of the uniform. This action will adversely affect the cadet's military proficiency grade and overall course grade. Confiscation of the uniform may also result in disenrollment from the program.

6-2. UNIFORM PROPERTY. The uniform issued to MCJROTC cadets is the property of the U.S. Marine Corps and is issued to cadets on a recoverable basis. It will be returned to the control of the Tolleson High School MCJROTC staff at the end of the school year, immediately upon separation of a student from the program for any reason, or upon request of the SMI/MI.

6-3. UNIFORM ISSUE. Cadets will be issued uniforms during their first month of the school year. Uniform parts will be issued/reissued as necessary to ensure that the cadet has a complete and properly fitting uniform. Uniform parts that require replacement due to size changes or normal wear will be replaced in kind without charge to the cadet. ***Uniform parts which have been lost or damaged will be paid for by the cadet and replaced at the cost stated in the current Marine Corps uniform price list.***

6-4. UNIFORM DAY. Cadets will be required to wear their uniform at least one day per week. The SMI/MI will prescribe which day is uniform day for each class. Cadets are required to know uniform wear assignments and will wear the prescribed uniform accordingly. ***The MCJROTC uniform will be worn to and from school, and throughout the day while at school, on assigned uniform days.*** Changing out of uniform for physical education or extracurricular activities is permissible with prior permission from the MI or SMI. Unless there are exceptional circumstances, Cadets must request permission from the SMI/MI to modify their uniform day ***prior to*** the scheduled date to wear the uniform in order to receive an excused uniform day and schedule a make-up uniform wear date. ***Cadets who receive an excused uniform day will make-up the uniform day the next school day upon their return.*** Exceptions to a cadet's weekly uniform day will be handled on a case-by-case basis. Cadets are normally inspected in their uniform on uniform day, and since this is a graded event, if a cadet fails to make-up the uniform day the next school day upon their return, he/she will receive a zero for both the uniform grade and the inspection grade. ***Three or more uniform grades of zero during a marking period may result in the failure of the MCJROTC Leadership Education class for the marking period. Failure to participate in the TECOM MCJROTC Compliance Inspection (TMCI) may result in the failure of the MCJROTC Leadership Education class for the marking period as well.***

6-5. UNIFORM WEAR. ***The MCJROTC uniform will only be worn during the times prescribed by the SMI/MI.*** The uniform will NOT be worn under circumstances which will subject it to unnecessary soiling, damage, or undue wear. Permission to wear the MCJROTC uniform outside of the scheduled uniform day or other MCJROTC scheduled extracurricular event must be obtained from the SMI/MI.

6-6. UNIFORM INSPECTION. Cadets are required to wear the prescribed uniform one day per week. On that day, cadets will normally be inspected in uniform as part of their military proficiency grade. See APPENDIX C for a sample uniform inspection checklist.

6-7. UNIFORM ITEMS. The MCJROTC uniform will consist only of those uniform items issued by the MCJROTC staff. *No unauthorized items will be worn with or attached to the issued uniform. Conversely, uniform items will NOT be worn with civilian attire at any time.*

6-8. UNIFORM TYPES. The type of uniform worn by cadets will be designated by the SMI/MI in accordance with availability of uniforms. Accordingly, the type of uniform issued to a cadet will normally be determined by his or her year in the program. Except for Drill/Ceremonial team members, LE-I cadets will only be issued the utility uniform. LE-II through LE-IV cadets will normally be issued the utility uniform and/or the seasonal service uniform. Uniform types include:

- a. Blue Dress “Alpha” – Blue trousers or slacks with blue coat, medals and ribbons.
- b. Blue Dress “Bravo” - Blue trousers, slacks, or skirt with blue coat, ribbons only.
- c. Blue Dress “Charlie” - Blue trousers, slacks, or skirt with khaki long sleeve shirt and tie.
- d. Blue Dress “Delta” - Blue trousers, slacks, or skirt with khaki short sleeve shirt.
- e. Service “Bravo” - Green trousers, slacks, or skirt with khaki long sleeve shirt and tie.
- f. Service “Charlie” - Green trousers, slacks, or skirt with khaki short sleeve shirt.
- g. Utility Uniform - Camouflage blouse and trousers.
- h. Physical Training (PT) - Unit T-shirt, MCJROTC shorts, and tennis shoes.

6-9. GUIDELINES FOR WEARING THE MCJROTC UNIFORM

- a. Your appearance while in uniform is expected to be impeccable.
- b. Your conduct while in uniform is expected to be beyond reproach.
- c. The uniform will be worn to and from school, and throughout the day while at school, on assigned uniform days.
- d. Covers will always be worn outdoors. Covers will not be worn indoors, unless under arms.
- e. Grooming standards will be strictly adhered to.
- f. All buttons will be buttoned.
- g. Hands will be kept out of pockets.
- h. Uniform items will **NOT** be worn with civilian attire at any time.
- i. Unauthorized (civilian) items will not be worn with, or attached to, the uniform.
- j. Field scarves (neckties) for male cadets will be worn with the issued tie bar.
- k. Male cadets will not carry an umbrella while in uniform; female cadets may carry an umbrella while in uniform.

- l. Gum will not be chewed while in uniform.
- m. There will be no “horseplay” while in uniform.
- n. Public displays of affection while in uniform are prohibited.
- o. No audio equipment (Cell phones/Airpods/Ear buds, Headphones etc.) will be worn or used while in uniform, except while seated on the bus, seated at a stationary position in the passageway, or in class, when authorized.

6-10. UNIFORM FITTING. Cadet uniforms will be fitted per the latest edition of MCO P1020.34 (Marine Corps Uniform Regulations).

6-11. UNIFORM ALTERATIONS. For the Dress Blue and Service uniforms, alterations and repairs required to ensure a proper fit will be done at Marine Corps expense at a designated tailor prior to final issue of the uniform. Cadets are not permitted to alter the uniform or to make major repairs to it. Hemming of men’s trousers or women’s slacks/skirts by cadets is not permitted unless authorized by the SMI/MI.

6-12. UNIFORM LAUNDERING. All laundering, dry cleaning, pressing, and button replacement are the cadet’s responsibilities while the uniform is in his or her possession.

- a. **All Dress Blue/Service uniforms must be dry cleaned. Do not wash them at home!** Failure to dry clean any service uniforms can result in termination from the MCJROTC program, including but not limited to the following school year.
- b. The camouflage utility uniform (and cotton T-shirts) will be washed at home.

6-13. UNIFORM SERVICEABILITY AND ACCOUNTABILITY

- a. Cadets are responsible for the accountability, serviceability, and care of their uniforms.
- b. Unserviceable uniforms and uniform parts can be exchanged for serviceable uniforms. Submit a supply request form to exchange any uniform items.
- c. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet.
- d. All uniform items should be kept in a secure location when not in use. Do **NOT** leave uniform items in unsecured lockers, to include gymnasium lockers, the gymnasium, other classrooms, or private vehicles.

6-14. UNIFORM MEASUREMENT AND WEAR LOCATION

- a. Belt Lengths
 - (1) Web Belt – belt tip will extend between 2 and 4 inches past the left edge of the buckle.
- b. Military Alignment - shirt edge, belt buckle and fly of trousers are all in a straight vertical line.

- c. Tie Clasp - centered between the 3rd and 4th button on the long sleeve shirt.
- d. Trouser/Slack Length - Trousers will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of ¼ inch above or below the welt of the shoe is acceptable.
- e. Cover - never worn indoors, unless under arms.
- f. Marine Corps Emblem - on the cover, the wings of the emblem are placed parallel to the deck, and the anchor is pointed forward. On the Dress Blue uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.
- g. Rank Insignia, Medals, Ribbons and Badges - rank insignia, medals, ribbons, and badges are integral parts of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care.

6-15. RANK INSIGNIA. Only the rank insignia designated for cadets by the MCJROTC program will be worn (SEE APPENDIX A).

- a. Cadet officers will wear their rank insignia centered on the shoulder strap of their Dress Blue coat and Service coats. On khaki shirts and utility blouses, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.
- b. Cadet enlisted rank insignia will be placed ¾ inch from the shoulder's edge and centered on the epaulet of the Dress Blue coat with the spout of the Lamp of Learning facing towards the front. Cadet enlisted rank insignia will be worn on khaki shirts and utility shirt collars with the point of the chevron up, positioned ½ inch from either edge of the collar with the insignia bisecting the angle of the collar. The spout of the lamp of learning will face inboard. (SEE PAGE 39 FOR DIAGRAM)

6-16. RIBBONS/MEDALS/BADGES/EMBLEMS. Ribbons, medals, badges, and emblems will be worn on the cadet uniform as designated below.

a. Medals

(1) For male cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast pocket, with the upper edge of the holding bar on a line midway between the first and second buttons on the coat. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket.

(2) For female cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast faux pocket with the top of the holding bar about 1" above the horizontal line tangent to the highest part of the pocket. On coats without the faux pocket, medals will be placed on a horizontal line 1 ½ to 3 ½ inches above the first visible coat button and centered so that they are in about the same position as when worn on coats with the faux pocket. When wearing medals, ribbon bars will be placed on a horizontal line on the right breast side of the coat with the bottom edge of the ribbon bar 1 ½ to 3 ½ inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt.

b. Ribbons

(1) For male cadets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket on Dress Blue coats, Service coats, and men's khaki shirts. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge.

(2) For female cadets, ribbon bars on khaki shirts will be placed even with or up to 2 inches above or 1/2 inch below the first visible button and centered so that they are in about the same position as when worn on the coat. On coats with pockets or faux pockets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket. On coats without the faux pocket, the ribbon bars will be placed on a horizontal line with the bottom edge of the ribbon bar 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt. When marksmanship badges are worn with the Dress Blue or Service Coat, ribbon bars will be centered over the left breast pocket/faux pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge. When marksmanship badges are worn with the khaki shirt, ribbon bars will be placed 1/8 inch above the widest holding bar of the marksmanship badge.

c. Badges

(1) Male cadets wearing authorized badges will wear them centered above the left breast pocket of the khaki shirt, Dress Blue coat or Service coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge.

(2) Female cadets wearing authorized badges will wear them centered above the left breast faux pocket of the Dress Blue coat or Service coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge. When marksmanship badges are worn on coats without the pocket/faux pocket, they will be placed on a horizontal line with the bottom edge of the holding bar 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt. On women's khaki shirts, badges are placed even with or up to two inches above the first visible button and centered so that they are in about the same position as on the coat.

d. Marine Corps Emblems. On the Dress Blue coat, Marine Corps emblems will be aligned vertically in the center of each side of the collar (males) or lapels (females) with the wing span parallel to the bottom edge of the coat. The anchors on each insignia will face inboard.

6-17. GROOMING REGULATIONS

Male Cadets

While in uniform, the face will be clean shaven except for mustaches that are neatly trimmed in accordance with Marine Corps Uniform Regulations (see diagram below).

(1) Hair

(a) Hair Length. 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 (skin) at the hairline to at least the top orifice of the ear circling around the back of the head, where it may then extend to the maximum hair length. 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 2 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.

(b) Sideburns will not exceed below the opening of the orifice of the ear. The length of the sideburns will not exceed 1/8 inch when fully extended (see diagram below).

(c) Hairstyle. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) 1/8 inch wide or smaller, natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss); (2) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); (3) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and (4) hair styles that are asymmetrical (unbalanced or lopsided) or have etchings of letters, signs or figures, are not considered natural in appearance. Braiding of the hair is not authorized for male Marines. Male Marines are prohibited from wearing locks and twists in uniform. When used, hair gel/mousse should provide a conservative, natural appearance. (See figure 1-1).

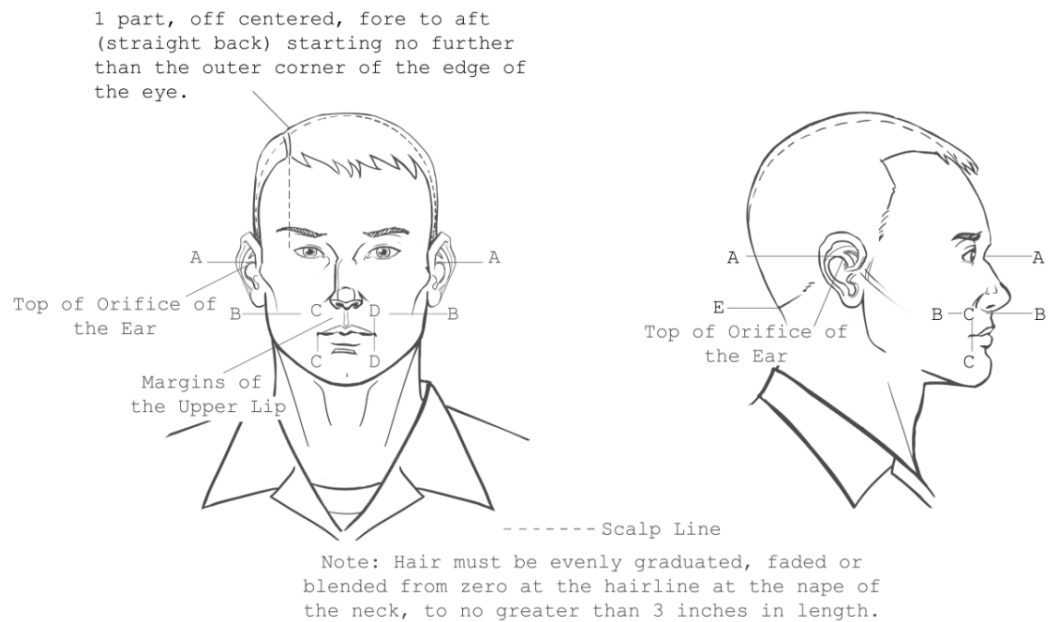


Figure 1-1.--Male Grooming Standards (Front/Side View).

(2) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(3) No earrings, or jewelry that pierces the nose, lips, tongue, or eyebrow, are authorized while in uniform or while in the MCJROTC classroom.

(4) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be

worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.

(5) No facial makeup is authorized.

(6) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

Female Cadets

(1) The hairstyle of female cadets when in uniform will be worn as follows. The hair may touch the collar but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. Hair will also not be worn in such a way that the uniform cover cannot be worn properly.

(2) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

(3) Inconspicuous barrettes, pins, combs, hair nets, or scrunches will not be worn while in uniform. Hair ribbons and other hair ornaments will not be worn.

(4) Small, gold or silver polished earrings, ball or round stud type, may be worn with all uniforms except the utility uniform. Earrings must not exceed ¼ inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades or ceremonies.

(5) Jewelry that pierces the nose, lips, tongue, or eyebrow, is not authorized while in uniform or while in the MCJROTC classroom.

(6) Cosmetics will be applied conservatively and will complement the individual's complexion tone. Exaggerated cosmetic styles are inappropriate with uniforms and will not be worn. Lipstick, lip gloss and lip balm must be in shades of red (within the red spectrum) or clear and must complement the skin tone. When worn, lip liner must be in the same shade as the lipstick, gloss and balm. Fingernail length will be no longer than 1/4 inch from tip of the finger. Fingernail polish in Service or Dress Uniforms must be in shades of red (within the red spectrum) and must complement the skin tone. Colored fingernail polish in Utilities is not authorized.

(7) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(8) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

(9) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.

CHAPTER SEVEN

CADET CONDUCT

7-1. SCHOOL CITIZENSHIP. MCJROTC cadets are high school students who are fully expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to consistently maintain proper standards of conduct and citizenship may be disenrolled from the MCJROTC program.

7-2. CORE VALUES. Our MCJROTC core values will mirror those of the U.S. Marine Corps – honor, courage, and commitment.

- a. Honor – integrity, responsibility, and accountability.
- b. Courage – do the right thing, for the right reason, no matter the circumstance.
- c. Commitment – devotion to my fellow cadets, the MCJROTC program, and my school.

7-3. CADET CONDUCT. As members of the MCJROTC program, cadets are expected to adhere to the highest standards of discipline, character, integrity, and conduct. Accordingly, cadets will adhere to the following standards:

a. MCJROTC Cadets will:

- (1) Follow all of the rules in the Tolleson Union High School District Student Handbook.
- (2) Demonstrate respectful behavior towards the United States, the U.S. flag, and stand and participate in the Pledge of Allegiance during school.
- (3) Display honor, courage, and commitment.
- (4) Follow all cadet regulations, school regulations, and public laws and regulations.
- (5) Respect authority.
- (6) Display the utmost integrity and honor their word.
- (7) Do the right thing.
- (8) Treat others with dignity and respect.
- (9) Respect public and private property.
- (10) Demonstrate attention to duty, attention to detail, and moral courage.
- (11) Set the example, display a positive attitude, and exert positive peer pressure.
- (12) Use appropriate language.
- (13) Strive to continuously improve themselves.
- (14) Take care of each other.
- (15) Demonstrate initiative (do things without being told to do so).
- (16) Be courteous to their families, their fellow cadets and students, and school faculty.
- (17) Wear their uniforms respectfully and exercise appropriate grooming standards.
- (18) Wear appropriate clothing to class on non-uniform days.
- (19) Use electronic devices and social media in a responsible manner.

b. MCJROTC Cadets will not:

- (1) Lie, cheat, or steal.
- (2) Demonstrate bigotry or discrimination regardless of race, religion, or gender.
- (3) Engage in any form of sexual harassment or bullying.
- (4) Involve themselves in any form of gang participation, activity, or association.
- (5) Swear, curse, or make obscene gestures.
- (6) Use drugs or alcohol.
- (7) Engage in unacceptable use of electronic devices or social media.

CHAPTER EIGHT

PROMOTIONS, AWARDS, RIBBONS, AND PERSONAL RECOGNITION

8-1. **PROMOTIONS.** All cadet MCJROTC promotions must be approved by the SMI/MI once the following requirements for each rank are met:

a. Private First Class (PFC). Candidates for PFC will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Maintain at least a “C” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Be able to take and pass knowledge test with a 70% or higher.

b. Lance Corporal (LCPL). Candidates for LCPL will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Maintain at least a “C” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Have had sufficient observation time as a PFC (as determined by the SMI/MI).
- (5) Be able to take and pass knowledge test with a 70% or higher.

c. Corporal (CPL). Candidates for CPL will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Maintain at least a “B” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Have had sufficient observation time as a LCPL (as determined by the SMI/MI).
- (5) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (6) Be proficient in close order drill.
- (7) Under supervision of the SMI/MI, be able to lead a cadet squad in close order drill and/or physical training.
- (8) Be able to maintain minimal standards of execution of unit physical training.
- (9) Be able to take and pass knowledge test with an 80% or higher.

d. Sergeant (SGT). Candidates for SGT will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Must be at least an LE-II (unless meritoriously promoted).
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the

information contained within this handbook.

- (5) Have had sufficient observation time as a CPL (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision of the SMI/MI, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.

e. Staff Sergeant (SSGT). Candidates for SSGT will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Must be at least an LE-II (unless meritoriously promoted).
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (5) Have had sufficient observation time as a SGT (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.
- (11) Write a 200-word essay on leadership.

f. Gunnery Sergeant (GYSGT). Candidates for GYSGT will request advancement, be recommended by their Platoon Sergeant/Platoon Commander, and meet the following requirements:

- (1) Must be at least an LE-II.
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (5) Have had sufficient observation time as a SSGT (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.
- (11) Accomplish the following: submit a 200-word essay on a leadership topic chosen by the SMI/MI.

g. Officers. Candidates for 2ndLt and above will request advancement and given an assignment by the SMI/MI and will take and pass knowledge test with a 90% or higher.

8-2. **MERITORIOUS PROMOTIONS.** The SMI/MI may give a meritorious promotion to a cadet for exemplary performance above and beyond the call of duty, especially as it pertains to extracurricular activities, without consideration of the above requirements. The Cadet Staff may also nominate

exemplary cadets for consideration for meritorious promotions to the SMI/MI. Pertinent justification for the nomination is required.

8-3. REDUCTIONS. Administrative reductions in rank may occur at the discretion of the SMI/MI. When cadets fail to maintain any of the following: academic standards, an adequate level of military proficiency or leadership skill, and established standards of conduct, to include uniform wear regulations.

8-4. AWARDS. Awards may be given to Tolleson Union High School MCJROTC cadets from outside agencies during the annual awards ceremony held at the end of the school year.

8-5. RIBBONS. Ribbons may be presented to Tolleson Union High School MCJROTC cadets by the MCJROTC instructional staff during the annual awards ceremony held at the end of the school year.

8-6. LETTERS OF RECOMMENDATION. Upon cadet request, Letters of Recommendation may be prepared for those cadets who have contributed significantly to the success and enhancement of the MCJROTC program as demonstrated by their leadership in the program.

8-7. CERTIFICATES OF COMMENDATION. These certificates may be awarded to those cadets who contribute significantly to the success and enhancement of the program as demonstrated by their participation in the MCJROTC program, community service events, and program related extra curricular activities.

8-8. PHYSICAL FITNESS ACHIEVEMENT CERTIFICATES. These certificates may be awarded to those cadets who attain a satisfactory score in the Youth Physical Fitness Program as prescribed and sponsored by the Marine Corps.

CHAPTER NINE

EXTRACURRICULAR ACTIVITIES

9-1. **COLOR GUARD/HONOR GUARD.** A MCJROTC Color Guard/Honor Guard will support many Tolleson Union High School athletic events, extracurricular activities, and special events throughout the school year. Since the Color Guard/Honor Guard performs at many high visibility events, only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted to train as a unit Color Guard/Honor Guard member. Since Color Guard/Honor Guard practices and activities are often held after normal school hours, only cadets who are available after school should volunteer for the Color Guard/Honor Guard.

9-2. **DRILL TEAM.** There are numerous opportunities for Drill Competitions among JROTC units. In past years, Tolleson Union High School MCJROTC Drill Teams have participated in such competitions. Only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted as a Drill Team member. Since Drill Team practice and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Drill Team.

9-3. **PHYSICAL FITNESS/RAIDERS TEAM.** The MCJROTC Physical Fitness/Raiders Team is a group of cadets who participate in more rigorous physical training workouts and physical fitness competitions. Since Team practice and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the PT/Raiders Team.

9-4. **AIR RIFLE MARKSMANSHIP TEAM.** The MCJROTC Air Rifle Marksmanship Team is a Group of cadets who practice air rifle marksmanship training and participate in air rifle marksmanship competitions. Since marksmanship training and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Air Rifle Marksmanship Team.

9-5. **COMMUNITY SERVICE PROJECTS.** The MCJROTC unit will have opportunities throughout the year to participate in community service projects. Participation in Community Service projects not only benefits the local community, Tolleson Union High School, and the MCJROTC unit, it also serves to strengthen the leadership skill, character, and personal growth of individual MCJROTC cadets.

9-6. **FUNDRAISING.** The MCJROTC unit will have opportunities throughout the year to participate in fundraising projects. Fundraising projects enhance the MCJROTC unit's ability to participate in other extracurricular activities, to include orientation trips and summer camps. Also, fundraising allows the MCJROTC cadets to explore creative ways to promote MCJROTC at Tolleson Union High School.

9-7. **CADET LEADERSHIP CAMP (CLC).** Unit sponsored CLC's are conducted during the summer for highly motivated JROTC cadets. CLC is a fun, competitive, and physically demanding program designed to teach leadership skill and teamwork.

9-8. **ORIENTATION FIELD TRIPS.** The Tolleson Union High School MCJROTC unit seeks opportunities to take MCJROTC cadets to local Department of Defense installations when possible, to give the cadets an orientation of life in the military.