

DEPARTMENT OF THE ARMY

US ARMY JROTC BATTALION
J. L. MANN ACADEMY
160 FAIRFOREST WAY
GREENVILLE, SC 29607-3799

MEMORANDUM FOR PARENTS AND CADETS

SUBJECT: Information Letter

1. We are proud to have your son/daughter enrolled in the J. L. Mann Academy JROTC Program for this school year. The JROTC program is governed by directives of the Greenville County School District and Army Regulation 145-2. Unlike other academic courses, a JROTC cadet's grade is not based solely on test grades, but rather on a combination of academic, attitude, effort and performance ratings. A student with relatively low academic scores, but high performance and attitude scores can pass the course. Grades are given for each nine-week grading period and one course credit is awarded for most JROTC classes successfully completed at the end of the course.

2. JROTC UNIFORMS: JROTC DOES PLAN ON ISSUING STUDENTS UNIFORMS. MEMBERS OF SPECIAL TEAMS WILL MAINTAIN UNIFORMS FOR PRESENTATIONS OR RECRUITING. IF A STUDENT IS ISSUED A UNIFORM IT IS UP TO THE INSTRUCTOR TO DETERMINE THE BEST METHOD FOR INSPECTION (VIRTUAL OR FACE TO FACE). YOU ARE RESPONSIBLE FOR THE UNIFORM IF LOST. PLEASE SIGN FORMS BELOW FOR OUR RECORDS AND RETURN TO INSTRUCTOR BY EMAIL IF YOUR CHILD IS VIRTUAL OR HARD COPY IF ATTENDING SCHOOL FOR FACE TO FACE LEARNING.

NORMAL UNIFORM REQUIREMENTS FOR YOUR INFORMATION:

A JROTC uniform and accessories are provided to all enrolled cadets at no cost. Once issued, the uniform becomes part of the grading process and the responsibility of the cadet to maintain and wear on prescribed uniform days. Cadets must wear the uniform all day on the prescribed uniform days unless otherwise specified by instructor; violations of this policy could impact on the semester grade, and their eligibility to remain active in the JROTC program. Cadets must comply with the established grooming policy concerning haircuts, wearing of jewelry, and personal hygiene. The grooming policy will be explained to each cadet during the first week of school.

3. **Army and school policy requires students participating in JROTC to have accident insurance during the school year.** Coverage can be under a family policy. If coverage is not in force, school insurance is available at a minimum cost through the school.

SUBJECT: Information Letter

4. Cadets who complete the program will develop a sense of responsibility, leadership, citizenship and character traits that will enable them to become responsible citizens in our society. They will learn to work cooperatively with others and respect authority. Each JROTC student will develop the character and ability that will enable him or her to take their place as responsible citizens in our country. In addition to regular classes, the JROTC program offers opportunities for cadets to join special teams such as color guard, rifle team, raider (adventure training) team and drill teams. Cadets can earn rank in the program based upon participation, attitude, and leadership potential.

5. Each year the Cadet Staff plans a Formal Ball (TO BE DETERMINED). This is a time when cadets have the opportunity to meet other cadets in the program they did not have classes with. **The dress for a Formal Military Ball is: both male and female cadets may wear normal formal attire or the Blue uniform that was issued to them at the beginning of the year. To avoid last minute cancellations we are requesting that Cadets pay in advance for the Military Ball. The money collected will be used to pay for expenses like, security, building rental, food and entertainment. The cost will be an estimated \$15.00/Cadet/Guest and is due by December before we break for Christmas. This fee is non-refundable.**

6. We will be maintaining student records on all cadets in the JROTC program. These records will be inspected during our annual inspection. We have enclosed the forms that must be in the cadet's records. We request that a parent or guardian read and sign each of the following forms: Covenant not to Sue; Health Statement, Information Sheet, Acceptance Letter, Classroom Policy and Procedures, and Uniform Hand receipt.

7. Upon graduation from high school, a cadet may choose to enroll in college and continue their ROTC training in the Senior Program. Two and four-year programs, including scholarships for those who qualify are available. Upon successful completion of the senior program you will receive a commission as a Second Lieutenant in the US Army. For those that do not desire to continue their education right away may elect to join one of the uniformed services. Successful completion of at least two (calendar) years of JROTC enables an individual to enter the armed services based on branch of service at the rank of Private Second Class (PV2) instead of Private (PVT). It's also possible to join as a private second class if you earned Eagle Scout rank in Boy Scouts or the Gold Award in Girl Scouts, or if you completed the National Defense Cadet Corps program.

To join as a pay grade E-3, private first class, you have the options of having completed:

- Three (calendar) years of JROTC
- One year of Senior Reserve Officer Training Corps (SROTC)
- 48 or more college credits

To join as a specialist (E-4), you must have a four-year degree at an accredited college or university.

*See your local recruiter for updates.**

SUBJECT: Information Letter

8. Again we are proud to have your son/daughter in the JROTC program and thank you for allowing them to participate. We look forward to meeting with you and answering any questions you have concerning the program. **Our Syllabus is posted on our teacher website's; we invite you to read them so you will know what your son/daughter is learning from this program.** *Please sign the bottom of this letter indicating receipt of the letter.*

JAMES V. DAVIS
LTC(Ret), USA
SAI

KIRK TOWER
1SG(R), USA
AI

ANTHONY ADAMS
SFC(R), USA
AI

**PARENT OR GUARDIAN
(SIGNATURE)**

COVENANT NOT TO SUE
OFF CAMPUS TRAINING AND PRACTICAL FIELD/HIGH RISK TRAINING

1. AUTHORITY: Title 10, US Code 2301.
2. PRINCIPAL PURPOSE(S): TO release the U.S. Government, the host institution and the state in which said institution is located from liability for injury, death, or damages for JROTC cadets participating in voluntary off-campus training programs, practical field and high risk training.
3. ROUTINE USES: Normal personnel actions. Disclosures of information may be provided to proper authorities in actions regarding law enforcement, legal actions as a result of injury or death, and investigations of accidents resulting from such voluntary off-campus training practical field, and high risk training.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. **Failure to complete this form will disqualify JROTC cadets from participating in specific voluntary training exercises. ALL ADVENTURE TRAINING, WHITE WATER RAFTING AND THE JROTC PROGRAM.**

I, (name of parent) _____
last name first name middle initial

Residing at (address): _____

do hereby agree that in consideration for being allowed to participate in **J. L. Mann JROTC** and supervised activity, and whereas I am doing so entirely on my own initiative, risk and responsibility; and being fully aware of the risks involved with this type of training, I hereby **RELEASE AND DISCHARGE FOREVER**, the United States Army, the State of South Carolina, and Greenville County School District and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, and or causes of action on account of myself or on account of any injury to me which may occur from any cause during said activity or continuances thereof, and I do further covenant and agree to hold the said Government of the United States, the State of South Carolina, and J.L. Mann High School blameless for any and all damages which may cause either intentionally or through my negligence.

Signature of Parent/Guardian: _____

Printed name of Parent/Guardian: _____

Relationship to Cadet: _____ Date: _____

WITNESSED BY: _____

DEPARTMENT OF THE ARMY

US ARMY JROTC BATTALION
J. L. MANN ACADEMY
160 Fairforest Way
GREENVILLE, SC 29607

MEMORANDUM FOR PARENT / GUARDIAN OF JROTC CADETS

SUBJECT: Acceptance

1. The JROTC Department of J.L. Mann Academy is hereby authorized to issue my son/daughter/ward the items necessary to pursue the course of instruction in the Junior ROTC Program.
2. I accept full responsibility for all items, which he/she signs for. In case of loss or damage (except through fair wear and tear), I agree to pay for them at the current Government price. I will ensure that the items will be properly maintained by my student, to include periodic dry cleaning of the dress green uniform, black coat and laundry of the gray shirt. Boots and shoes will be worn with the uniform only. It is also agreed that the assigned property will be returned promptly to the JROTC Department upon call or at any time my student is withdrawn from the JROTC Program or School.
When uniforms are turned-in students will insure that uniforms have been dry cleaned. This is all part of the uniform maintenance requirement.
3. I further certify that, to the best of my knowledge, my son/daughter/ward has **NO PHYSICAL IMPAIRMENT THAT WILL PRECLUDE PARTICIPATION IN THE JUNIOR ROTC PROGRAM.**

(NAME OF STUDENT- PLEASE PRINT)

(PRINT NAME) (PARENT/GUARDIAN)

(SIGNATURE OF PARENT/GUARDIAN – INK ONLY)

(DATE)

HEALTH STATEMENT

Understanding the Junior ROTC Program will be a strenuous, physically demanding course, I certify that:

(NAME OF CADET)

is in good health and has no medical restrictions, i.e. Allergy, asthma, bone fractures, respiratory condition, blood, heart, or kidney disorders, pregnancy, epilepsy, diabetes, sickle cell anemia, venereal disease, or any physical or mental disorder that would cause hardship or endanger his/her well-being.

(Signature of Parent or Guardian/Date)

PHYSICAL FITNESS STATEMENT

I certify that the above cadet is taking part in a physical conditioning program. In my judgment, this cadet is physically capable of engaging in the strenuous activities required while participating in Junior ROTC. To the best of my knowledge, this cadet has no health problems that would preclude attendance in any of the activities of this program.

(Signature of Army Instructor, DAI/SAI)

J. L. MANN JROTC PERSONAL INFORMATION SHEET

PLEASE TYPE OR PRINT NEATLY, FILL OUT COMPLETELY!!!

NAME (Last, First, MI): _____

ADDRESS: _____

PHONE NUMBER: _____

DATE OF BIRTH (DAY/MONTH/YEAR): _____

GRADE: _____ **LET LEVEL:** _____

NATIONALITY/RACE: _____ **GENDER:** _____

EMERGENCY CONTACT PERSON: _____

ADDRESS: _____

PHONE OF EMERGENCY PERSON: _____

Data Required by Privacy Act of 1974:

1. **Authority:** Title 10 United States Code, Section 3012
2. **Principal Purpose(s):** To provide emergency notification data for cadets attending J. L. Mann JROTC program.
3. **Routine Uses:** Provides personal information for administrative procedures and printing orders.
4. **MANDATORY OR VOLUNTARY DISCLOSURE REQUIRED>**

DEPARTMENT OF THE ARMY
US ARMY JROTC BATTALION
J. L. MANN ACADEMY
160 FAIRFOREST WAY
GREENVILLE, SC 29607

MEMORANDUM FOR ALL CADETS

SUBJECT: JROTC CLASSROOM POLICY AND PROCEDURES

1. Be on time, and be prepared for class. Bring all necessary items to the classroom.
2. When the bell rings stop talking, take your seat, and be prepared to listen.
3. Personal electronic devices cannot be used by students in classrooms during the instructional day. (Electronic devices include but are not limited to cell phones, earbuds...etc.) All personal devices must remain out of sight of others during this time. Students may use personal electronic devices during class changes, lunch, and other times outside of the classroom during the instructional day unless directed differently by the principal or principal's designee.
4. Uniform inspection is a weekly requirement. **You must wear your uniform all day long during uniform inspection days unless otherwise specified by the Instructor. Wear the uniform PROPERLY in all of your classes. ATTENDANCE is very important and a student cannot miss more than 10 days in a year long class and not more than 5 days in a semester class.**
5. Eating or drinking during class is prohibited unless approved by the instructor..
6. You are responsible for all issued items and will return the items in the same condition they were in when issued.
7. You are responsible for all of your valuables during outside training, such as drill, rifle, marksmanship, parade, and recreation trips.
8. Conduct that is unruly, profane, rude, obnoxious, and exhibits immature behavior will not be tolerated and will be grounds for disciplinary action or removal from the program.

I _____ have read and fully understand the rules listed above.

CADET

SIGNATURE _____ DATE _____