

**Naval Junior Reserve Officer Training Corps
Kalaheo High School**

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SY2022-2023

From: Naval Science Department
To: Parents, Guardians, and Cadets

Subject: KALAHEO NJROTC LETTER OF UNDERSTANDING (LOU)

This letter outlines the Kalaheo NJROTC Unit mission, goals, core values and policies. Cadet understanding of program requirements and parental/guardian support are essential ingredients for cadet and NJROTC unit success. **Please sign and return enclosures (1) and (2) to instructor upon reading the LOU.** We firmly believe a student who applies a positive attitude and committed effort to this curriculum will become a better student and more productive citizen.

NJROTC Mission

To instill in students the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

NJROTC Goals

Promote patriotism.

Develop informed and responsible citizens.

Promote habits of orderliness and precision.

Develop a high degree of personal honor, self-reliance, self-discipline and leadership.

Provide incentives to live healthy and drug free lives.

Promote an understanding of the basic elements and requirements for national security.

Provide information on the military services as a possible career.

Develop a respect and an understanding of the need for constituted authority in a democratic society.

Cadet Core Values

Honor – *I am accountable for my personal behavior. I will be mindful that it is a privilege to serve my fellow NJROTC cadets and classmates*

Courage – *I will strive to maintain the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or personal adversity.*

Commitment – *The day-to-day duty of every young man and woman in the NJROTC is to join together as a team to improve the quality of our unit, our fellow cadets, our classmates, and ourselves.*

Malama

We respect and care for our community, our fellow cadets, and ourselves.

Weekly Routine/Class Schedule: –

***Mondays (A day), Tuesdays (B day)** – Academic days working out of the Naval Science textbooks, Cadet Field Manual (CFM), and Cadet Reference Manual.

***Wednesday (A), Thursday (B) - Uniform Days.** Cadets wear the Uniform of the Day on their assigned uniform day. All cadets attend the **Thursday Flag Ceremony at 0800.**

Friday (C)** – All periods meet for our Physical Training (PT) Day. ***Note: On four-day weeks (holidays), the Friday period may convert to an A or B day.

Military drill and ceremony, a personnel uniform inspection (Uniform days) and physical fitness are emphasized during the leadership labs (uniform and PT days). Classroom and leadership activities are augmented by orientation visits to local military and community activities.

Outside of regular school hours, we encourage cadets to participate on competitive NJROTC teams. Participation is recommended, but voluntary. Teams usually practice 60-90 minutes long and meet two to three times each week. Cadets earn advancement credit and meet participation requirements through their team participation.

All cadets are assigned graded military duty assignments on a rotational basis. Duty assignments include flag-raising/lowering, cleaning details and duty supervision. Military duty is generally assigned one day each month. It is the cadet's responsibility to find a replacement and notify his/her platoon cdr and SNSI/NSI prior to their duty if they can not fulfill their duty responsibility.

1. **Academic Sessions.** The Naval Science academic curriculum includes eight major academic areas with one-two areas emphasized each year. Cadets receive a Naval Science textbook, Cadet Field Manual and Cadet Reference Manual. The Naval Science textbook must be covered and returned at the end of the year in good condition or be charged \$30 for the textbook. The Cadet Field Manual and Reference Manual are the cadet's reference manuals to keep and use throughout their enrollment in NJROTC.

NS1-	1. Cadet Reference Manual	Military drill, uniforms, customs and courtesies
	2. NJROTC Introduction	Health, Nutrition, Fitness, Citizenship
NS2-	3. Maritime History	Ancient times to the present
	4. Nautical Sciences	Geography, oceanography, meteorology, astronomy
NS3-	5. Naval knowledge	Sea power, navy ops, military and international law
	6. Naval skills	Ships, seamanship, navigation, rules of the road
NS4	7. Leadership Theory	Fundamentals of Leadership, Ethics and morals
	8. Leadership Laboratory	Positions of authority, responsibility for others

2. **Uniform Days are on Wednesday (A day) and Thursday (B day).** Cadets wear their Navy Service Uniform (NSU) on either Wednesday or Thursday dependent upon when their NJROTC class meets those days. Cadets are required to wear the uniform for the entire school day. A uniform inspection/assessment is conducted

during their class period. Failure to wear the uniform or not wearing for entire school day may result in student detention and a failing uniform grade. Students are required to make up a “missed uniform” inspection on the next class day that their NJROTC class meets. Repeated failure to wear uniform may result in NJROTC disenrollment.

3. **Flag Ceremony on Thursdays.** The Thursday Uniform Day begins before school with a mandatory, graded flag raising ceremony at 0800 in front of the administrative building. Cadets who have NJROTC class that day wear the NSU. Cadets who do not have NJROTC on Thursday wear the unit t-shirt. The flag ceremony grade is part of their weekly Uniform Inspection summative grade.
4. **PT Days are on Friday.** A cadet has one Physical Training (PT) Day per week. The uniform requirement is NJROTC unit t-shirt, unit shorts, tennis shoes and socks. A PT session begins with a platoon formation, rigorous but safe strengthening, stretching, and cardiovascular exercises (the daily seven). Small team training, military drill, field events and team sports make up the second half of the period. All cadets participate. A doctor or parental note is required to excuse a cadet from PT. Cadet must still have proper PT gear even with an excusal note.

Uniform Care and Cadet Appearance

- a. *Basic care.* Uniforms are supplied to cadets on loan. Cadets and parents sign for the uniform. Cadets are responsible for the care and cleaning of his/her uniform. The basic guideline in caring for the uniform is to keep the cloth clean. Prompt removal of spots and frequent washing are recommended. It is recommended that pants be dry cleaned and military creases be placed in the uniform shirt. Al Phillips Cleaners in Kailua provides discount dry cleaning rates to Kalaheo cadets (a better rate than the MCBH cleaners).
- b. *Appearance.* NJROTC cadets must set and maintain the highest possible standards of smartness in uniform appearance. Careful attention to uniform detail reflects a positive image for the cadet, our NJROTC unit, Kalaheo, and the Navy. It is especially important that cadets maintain a smart uniform appearance off school grounds where they are visible to community members. The Cadet Reference Manual has instruction on uniform wear. Cadets also receive instruction on uniform wear in the leadership labs, however some general guidelines follow.
 1. Wear covers (hat) when outdoors (including walking to school).
 2. Pens, pencils, combs, keys, watch chains, cell phones shall not be exposed when in uniform. Cadets should not be walking with IPODs or MP3 players attached to ear when in uniform.
 3. No eccentricities or faddishness of dress, jewelry or grooming.
 4. Partial uniform wear is disrespectful to the naval service. **Do not wear a partial uniform on or off campus!**
- c. *Grooming.* Grooming standards, outlined in the Cadet Field Manual (CFM), are established by the U.S. Navy. Some guidelines follow:

Male – hair will be neat, trimmed and present a groomed appearance. Hair above the ears and around the neck must be tapered upwards $\frac{3}{4}$ of an inch and outwards not greater than $\frac{3}{4}$ of an inch. Hair can be no longer than 4 inches and the bulk of hair no greater than 2 inches. In no case shall hair interfere with the proper wearing of the cap. No beards, but a neatly trimmed mustache is authorized. No earrings.

Female – hair will be clean, neatly shaped, and present a well-groomed appearance. Hair on back of the head may touch but not fall below the lower edge of the shirt collar. No hair will show under the front of the cap. Braids, if worn, must be neatly and inconspicuously secured to all points of the head and may not dangle free at any point. The bulk of the hair shall not exceed two inches, nor interfere with the proper wearing of the cap. Hair ornaments are limited to barrettes that match hair color. One gold ball earring per ear is authorized.

Co curricular Activities. The Kalaheo NJROTC program provides many co curricular activities including competitive team events, orientation trips, and school service and community service events. The Kalaheo Unit competes against other Hawaii JROTC units and national NJROTC units in military drill contests, marksmanship, physical/military skill competitions, Cyberpatriot and academic meets. The numerous JROTC events include Basic Cadet Training, Makapu hike, field meets, military base training orientation, fun fairs and mentoring opportunities, off-island trips, military balls, parades, spring camp and summer leadership schools. *Cadet participation in co curricular activities is a privilege and may be limited if the cadet does not meet minimum academic or behavioral standards or is not vaccinated.* **Note:** *Our activities are currently limited due to recent DOE Covid 19 guidance impacting varsity/junior varsity sports.*

Cadet Behavioral Responsibilities. Enrollment in the Kalaheo NJROTC Program is a privilege! Cadet behavioral responsibilities coincide with those privileges. Minimum requirements are outlined below.

- a. *Military courtesies.* Cadets will learn many of the military courtesies that have become our Naval Heritage. Military courtesies are similar to the “common courtesies” in that they show “mutual respect” between people and help maintain order among groups of people. Displaying proper military courtesies and common courtesies is required of all cadets.
- b. *Uniforms.* Cadets shall wear their military uniform once a week for the duration of the school day (flag raising ceremony through last period of the day). The NJROTC uniform is the distinctive dress of a proud, award-winning unit and it is widely recognized as representing the professional U.S. Navy. The uniform shall be worn correctly and with pride. The PT uniform must be worn on PT Days even if a cadet has a participation excusal note.
- c. *Military Drill.* Military drill training develops self-discipline, self-reliance, orderliness, integrity, pride, patriotism, and respect for

authority. All cadets participate in military drill and must demonstrate the self-discipline necessary to contribute to their unit's drill integrity.

Consequences. If a student does not meet standards of behavior outlined to him/her, there are consequences to encourage student learning. During the academic year, the normal sequence of consequences are: 1) Verbal warning, 2) Detention and Parent Notification, 3) Cadet/Parent Conference, 4) NJROTC Probation, 5) Disenrollment from NJROTC.

The Senior Naval Science Instructor may place cadets on probation. *Failure to meet the terms of the probation may result in disenrollment from the NJROTC program. At the completion of the academic year, all cadets require a minimum 2.0 overall GPA, a "C" in NJROTC (a "B" for Naval Science 3), and the Senior Naval Science Instructor's approval for continued enrollment in the NJROTC program.*

Advancements and Awards. Our NJROTC advancement and award system models those used in the Navy. It is designed to encourage a cadet's personal growth and positive unit or community contributions. Cadets earn advancements and awards, and should be a source of pride. We formally recognize student achievement once a month in an appropriate military award ceremony. An annual NJROTC Awards Banquet for families and cadets is held in May at the MCBH Kaneohe Officer's Club.

Scholarships and military service. We are extremely proud of our senior graduates. Our cadets regularly earn service academy, college ROTC, Naval Prep Program and other scholarships. All cadets receive counseling and guidance from naval science instructors and guest speakers to prepare them for higher education and/or careers beyond high school. Some cadets choose military service after graduation and receive the NJROTC benefit of enlistment at an advanced pay grade as well as G.I. Bill tuition assistance to pay for higher education.

Required fees and Fundraising. There is a mandatory \$50 fee for all first-year cadets. The \$50 fee provides for a unit t-shirt, unit shorts, NJROTC ball cap, nametag, and activity fee (partially offsets transportation, meal and event fees). Some additional JROTC events will entail additional activity fees (i.e. Military Ball, Award Banquet, off-island trips etc). For a returning cadet, the fee is \$30. It provides for unit t-shirt and activity fee. If a returning cadet wants to purchase another unit short or ball cap, they can add \$10 per item to their fee.

Enclosure (1) and (2). The Naval Science department instructors look forward to working and learning with you this school year. Please read, complete and sign enclosures (1) and (2). Return the forms with required fees to your instructor.

Henry P. Van Oss
LCDR USN (Retired)
Senior Naval Science Instructor

BRIAN SHIELDS
1stSgt USMC (Retired)
Naval Science Instructor

LETTER OF UNDERSTANDING SIGNATURE FORM

Please return this completed form no later than _____

We have read the LETTER OF UNDERSTANDING (LOU) and agree to participate in the NJROTC program at Kalaheo High School under the policies and guidelines stated. We understand that participation in NJROTC is a privilege, and that cadets are expected to meet the behavioral guidelines and policies set forth in the LOU. A cadet's non-compliance with program policies and behavioral standards may result in a cadet's disenrollment from the NJROTC program. Further, we understand that the clothing, equipment, and books issued to the cadets are the property of the United States government, and that they are to be returned to the NJROTC unit. We will reimburse the United States government (through the Kalaheo High School NJROTC Program) for the value of any items which may be lost or mutilated through misconduct or carelessness.

(Cadet Signature)

(Parent/guardian signature)

(Cadet's name printed)

(Parent/guardian name printed)

(Address)

(Phone number)

Enclosure (1)

NJROTC ACTIVITY FEE PAYMENT FORM

Please return this completed form no later than _____

Required NJROTC Activity Fees.

New Kalaheo Cadets. There is a mandatory \$50 activity fee for all new Kalaheo cadets. The \$50 fee provides for a cadet unit t-shirt, unit shorts, NJROTC ball cap, uniform nametag and partially offsets unit activity expenses (transportation, meals, event fees).

Returning Kalaheo Cadets. All cadets previously enrolled in the Kalaheo NJROTC program (2nd, 3rd, or 4th year cadets) pay a minimum \$30 activity fee. This fee provides for a new unit t-shirt and helps offset unit activity expenses. Returning cadets may elect to add \$10 or \$20 more if they desire a new unit short and/or unit ball cap.

(print cadet name)

(parent name)

(\$ amount enclosed)

(Parent/guardian signature)

*****Please – due to the time and expense of covering returned checks, we only accept cash payment of the activity fees. Thank you for your consideration.**