



UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICER TRAINING CORPS
POCOMOKE HIGH SCHOOL
1817 OLD VIRGINIA ROAD
POCOMOKE CITY, MD 21851



IN REPLY REFER TO:
MCJROTC
06 Aug 18

From: Senior Marine Instructor & Marine Instructor, MCJROTC
To: MCJROTC Cadets and Parents/Guardians

Subj: CADET CODE OF CONDUCT

Ref: (a) Marine Corps Order 1533.6E
(b) Marine Corps Order 1020.34G
(c) Cadet Handbook, 2017-2018

PURPOSE. Establish the Code of Conduct for all Pocomoke MCJROTC Cadets.

ACTION. Each MCJROTC cadet will read, sign and obtain parent/guardian signature, and comply with all provisions of the Cadet Code of Conduct.

OBJECTIVE. This Code of Conduct is designed to be a guide for cadets on expectations and requirements of the MCJROTC Program.

DISCUSSION. The MCJROTC is established to provide leadership and citizenship skills to participating cadets. The Code of Conduct and supporting references govern the behavior and activities of the Cadet Company. To fulfill the mission of the program, ***MCJROTC has been designed to function as similarly to a Marine Corps unit as is possible.*** Students who have requested and been accepted for enrollment in the MCJROTC must understand that they will be subject to a strict military regimentation. Successful leadership requires discipline and followership. Cadets will be expected to demonstrate leadership and followership on a daily basis aligned with the cadet's assigned MCJROTC school block schedule. Furthermore, *weekly participation in the Leadership Lab is expected for those cadet's not in line with their daily MCJROTC class.* In general, each Cadet is expected to succeed in all of his or her classes.

MISSION. The mission of the MCJROTC program is to develop informed citizens, strengthen character by the teaching of discipline, and to develop an understanding of the responsibilities of citizenship. More specifically, the supporting objectives of the MCJROTC Mission include:

- a. To create informed, responsible, and patriotic citizens.

- b. To teach and foster leadership, self-discipline, personal honor, and human courtesy.
- c. To strengthen character, self-reliance, confidence, and a desire to do one's best.
- d. To foster an understanding and appreciation the basic elements and requirements for national security.
- e. To foster and develop habits of self-discipline, orderliness, and neatness.
- f. To help students understand the need for, and respect, the constituted authority in our Democratic Republic society.
- g. To teach students how to strive for academic and physical fitness excellence.
- h. Develop an interest in the Military Services as a possible career.

ENROLLMENT. To be eligible for enrollment and continuance in the MCJROTC program a cadet must:

- a. Be enrolled in and attending a regular course of instruction at Pocomoke high School.
- b. Be a U.S. citizen or U.S. National and be at least 14 years of age.
- c. Be of good moral character as determined by the Senior Marine Instructor (SMI) and Principal, with no criminal history or have any outstanding warrants or charges.
- d. Upperclassmen must be progressing on schedule toward a normal 4-year graduation.
- e. Be physically qualified to participate in MCJROTC physical fitness program. *All cadets will wear the prescribed physical training (PT) uniform as directed by the SMI or MI.
- f. Agree to comply with uniform and grooming standards.***

* PT uniforms are provided: shorts and t-shirt for warm weather and sweat tops and bottoms for cold weather.

DIENROLLMENT. A cadet may be dis-enrolled by the SMI, with the approval of the Principal, for any of the following reasons:

- a. Failure to maintain standards of enrollment.

- b. Lack of aptitude; indifference to training; habitual disciplinary infractions or misconduct; cheating in any class; demonstration of moral character which brings discredit upon the MCJROTC or school; and students who academically fail due to disciplinary problems.
- c. Disenrollment from school.
- d. Request of the parent/guardian.
- e. Lack of participation in uniform inspections, PT, or other MCJROTC unit events and activities. The MCJROTC is a special organization at Pocomoke in which cadets are offered special instruction, privileges, travel, training and various leadership opportunities. Each student must meet membership requirements and be active participants in order to remain in the Corps of Cadets.
- f. Involvement with illegal drugs, alcohol, or civil law enforcement authorities in criminal proceedings.
- g. Permanent inability to participate in MCJROTC physical fitness program.
- h. **Pregnancy.

It is preferred that the Cadet maintain her enrollment; she will be excused from physical activities in accordance with professional medical instructions from his or her doctor.

CONDUCT. Cadets will adhere to all rules and regulations which apply to all students of Pocomoke High School. Additionally, as members of the MCJROTC, ***cadets are expected to set an example of courtesy, respect and discipline for the entire student body; at all times both in and out of school.***

- a. The following will apply while in the classroom:
 - 1. Upon entering the classroom, a) cadets will immediately place his or her cell phone in the designated area next to the classroom door, b) cadets will then proceed to their assigned seat and remain at "Parade Rest" until given the command "SEATS." Book-bags will not be placed on top of the desks; they will be placed on the hooks attached to the side of the desk. Note: Cadets will have visibility of their phones and they will all be provided enough time to retrieve their phones at the end of each class prior to being released for the next scheduled class.
 - 2. Cadets are expected to conduct themselves in accordance with all school rules and applicable policies. This

includes the use of cell phones, iPods, and any other electronic devices. Any disruption of the educational environment will be cause for the SMI/MI to refer the cadet to the school administration for appropriate disciplinary action.

3. Chewing gum, food, or snacks of all types are prohibited, unless authorized by the SMI/MI. Only water may be consumed in the classroom. Note: Water will be readily available in the classroom each day, but cadets will be required to have his/her own water bottle (marked/labeled) for class.
4. Male cadets will not wear earrings in class, while in uniform at any time, or while physically present at any MCJROTC activity. Period!

b. The following apply while in the MCJROTC uniform:

1. The uniform will be worn in accordance with all Marine Corps uniform regulations, unless specifically waived or exempted by MCJROTC Headquarters.
2. Uniforms will only be worn when directed by the SMI or MI. Note: Permission must be secured in writing from the SMI for cadets to wear at a special event or occasion not sponsored by the MCJROTC.
3. On designated uniform days, the full uniform will be worn enroute to school and throughout the entire school day.
4. Uniform items will not be worn in combination with any civilian clothing, ever!
5. No items, such as pens, pencils, jewelry, pins, watch chains, combs, earrings, barrettes, hair ribbons/ornaments or any other such items will be worn or exposed while in uniform unless explicitly authorized by Marine Corps Uniform Regulations (MCO P1020.34G).
6. Inconspicuous wrist watches (subdued colors and no bright color accents) and rings (one ring per hand; no thumbs) are authorized for wear in uniform. Necklaces will NOT be visible in uniform. Religious ornamentation (medallions, crosses, etc) may be worn on a chain, but still not visible while in uniform.
7. Sunglasses are **not permitted for wear while in formation** unless prescribed by a certified medical authority and a medical note is provided to SMI/MI. Eyeglasses and

sunglasses will be conservative in appearance, and will not have chains or ribbons attached when worn in uniform.

8. Cosmetics will be applied conservatively for female cadets. Exaggerated or faddish cosmetic styles are inappropriate while in uniform and will not be worn. Male cadets will not wear cosmetics at any time while in uniform.
9. Lipstick and nail polish (blood red) may be worn while in the Dress Blue uniform only. Clear nail polish or French manicures with clear tops may be worn with all other uniforms.
10. Visible piercings are not authorized while in uniform, period! All visible piercings should be done over the summer breaks leaving enough time so they do NOT have to be worn in uniform.
11. Female hairstyles will be worn so that the hair is kept away from the face and not touch the bottom edge of the collar while in uniform. Hair Color: if applied, dyes, tints, bleaches, and frostings, which result in natural colors, are authorized. The hair color "must" complement the cadet's complexion tone. Color changes that detract from a professional image are prohibited.
12. Male haircuts will be neatly trimmed (tapered, not 'blocked') around the sides of the neck and hair will not be visible on the forehead when wearing the uniform. Note: Fresh haircuts are expected at minimum every other week and especially within 1-2 days prior to participating in a scheduled MCJROTC event.
13. Male cadets will be clean shaven on designated uniform days and at **ALL** MCJROTC activities.
14. **Uniform inspections are normally scheduled for Wednesdays (any change will be communicated through the cadet Chain of Command). All cadets (including Leadership Lab) are required to wear the prescribed uniform as directed by the SMI/MI.
 - a. If a cadet is absent on scheduled uniform inspection days, they **must** wear the uniform on the first day of returning back to school. The purpose is to see the cadet demonstrate discipline, integrity and responsibility in meeting MCJROTC standards and guidelines.
 - b. It is the cadet's responsibility to report to a member of their platoon chain of command to be inspected.

Failure to do so will result in an 'F' inspection for that week. Any cadet who willfully fails to wear the uniform may be disenrolled from the MCJROTC program.

- c. For those cadets actively engaged in sporting events, the wear of MCJROTC uniform will take precedence even on game-days. Please bring any conflicts or questions to SMI/MI attention and we will work with your coaches.

*** It is a requirement, not an option, that all cadets wear the uniform on the day designated each week. ***

MANDATORY EVENT PARTICIPATION. The following events are **MANDATORY** for all cadets to participate in regardless of the semester to which they are assigned to the MCJROTC class. Failure to participate without prior excusal with the SMI will result in either a grade penalty, a loss of promotion points, or both.

- a. Marine Corps Birthday Ceremony
- b. Joint Military Ball
- c. Christmas Parades
- d. JROTC County Field Meet
- e. Summer Leadership Camp(s) (cadets who have not previously attended)
- f. *Annual Command Inspection

*We cannot stress the importance of this particular event enough. Failure to have maximum participation in this event will likely result in our Program being placed on probation and potentially withdrawn from Pocomoke High School. Please ensure all cadets are available and preparing as directed by the SMI and MI leading up to this event.

JROTC 'TRACK' PARTICIPATION. The following are supplementary events (or tracks) that drive competition, boost morale, and enforce the Unit/Team concept within JROTC. Additionally, these tracks often include providing support to the community or our school throughout the calendar year. With these tracks being seasonal, Cadets **WILL** choose one or more tracks to participate in regardless of the semester to which they are assigned to the MCJROTC class. Participation in a track includes any practices or rehearsals leading up to a particular event or competition. Failure to participate in a track for any reason will render the Cadet ineligible for promotion to the next highest rank or result in a demotion in rank. A continued lack of participation 'may' result in disenrollment from the MCJROTC program.

- a. Marksmanship Team
- b. Drill Team (Drill, Exhibition, and/or Color Guard)
- c. Academic Team (CYBER/STEM, JLAB, and Drone)
- d. Youth Physical Fitness Team (YPFT, Raider Challenge, and Orienteering)

FIELD TRIPS/DRILL TEAM/MARKSMANSHIP/RAIDER CHALLENGE. Cadets must have passed all of their academic courses with a "2.0" or greater and no academic failures. Additionally, have not received ISS or more severe disciplinary action the previous quarter in order to participate in MCJROTC activities and trips.

Obligation/Commitment: Once School/MCJROTC funds have been expended for a cadet's participation in any particular event, then the cadet is expected to participate in that event. If the cadet cancels, fails to report in time for departure, or becomes ineligible to participate, the cadet must either find an eligible cadet to take their place or repay a minimum of 50% of the fees obligated on their behalf.

FAILURE OF ACADEMIC COURSES. Failure of one or more courses will place the cadet on academic probation in MCJROTC. Grades will be monitored by the SMI/MI. Continued or additional failures may result in disenrollment from the MCJROTC.

PROMOTION. Promotion is based on overall attitude and performance as a cadet and include the following specific items:

- | | |
|-----------------|--------------------|
| • Coach-ability | • Participation |
| • Leadership | • Physical Fitness |
| • Drill | • Accountability |
| • Grades | • Conduct |
| • Attendance | • Knowledge |

Cadets will not be rewarded for failure or persistent mediocre performance; doing so jeopardizes integrity of the program and is unfair to other cadets in the program. Cadets may lose their opportunity for promotion if they make no effort to correct deficiencies identified by student leaders or the SMI/MI.

Cadets must be making progress through the rank structure (from rank to rank) to be eligible to return to the MCJROTC the subsequent year. Promotions will normally occur on a quarterly basis; however, meritorious promotions may occur at any time as determined by the SMI to reward exceptional performance or achievement.

DEMOTION (REDUCTION IN GRADE). Cadets above the rank of Corporal "may" be reduced one rank for each 'F' on a quarterly report card.

Demotions may also occur at any time by the SMI for significant violations of the Cadet Code of Conduct.

UNIFORM ISSUE. All required uniforms are issued to cadets. It is the cadet's responsibility to maintain the uniforms. ***Loss, damage, or failure to return uniform items when directed will require financial reimbursement from the cadet (parent/guardian) to the MCJROTC program at Pocomoke High School.***

COMMUNICATION. Parents/Guardians may contact either the SMI or MI with questions or concerns at any time. Cadets may only contact the SMI/MI on personal communications in the case of an emergency. All other communication will take place through approved and authorized school means.

PHS Website (MCJROTC): Future initiative is to have a website location for all things MCJROTC. This will include instructor information, training schedules, permission slips, significant dates, future activities, and fundamental leadership documentation.

*At various times throughout the school year, the SMI/MI will need to be in contact with the Parents/Guardians. It is incumbent on the parents/guardian to complete a contact form and notify the SMI/MI of any changes as they happen throughout the year.

GRADING SYSTEM. While JROTC does have a traditional Final Exam, the majority of a Cadet's grade will be based on participation, effort, good behavior and positive attitude, content area improvement, and following directions. There will be random quizzes throughout the course and promotion testing will count as part of Cadet's overall grade.

<u>Category</u>	<u>Percent</u>
Academics (Tests, Uniform Inspections, Quizzes, Reports, Homework, etc.)	30%
Physical Training/Fitness (Initial/Final, Participation, etc.)	20%
Leadership/Conduct (Billets, Attitude, Participation)	30%
Final Exam	20%
Overall Grade	100%

Grading Scale:

A = 100-90 **B** = 89-80 **C** = 79-70 **D** = 69-60 **F** = 59 & below

CONCLUSION. It is our pleasure to have you as Cadets in the Pocomoke High School Marine Corps Junior Reserve Officers Training Corps.

Cadet Code of Conduct Pledge:

We acknowledge, by signature below, that we understand the content and unique requirements, obligations, and privileges of participation as a Cadet in the Marine Corps JROTC at Pocomoke High School and will abide by all established requirements contained herein. This includes the following areas:

1. Haircut Policy
2. Uniform Requirements
3. Participatory Requirements
4. Academic Standards
5. Conduct Standards and Expectations
6. Disenrollment Standards
7. Grading System

Cadet's Name
(PRINT)

Cadet's
(Signature)

Date

Parent/Guardian Name
(PRINT)

Parent/Guardian
(Signature)

Date

C. T. Muni
CWO4 USMC (Ret)
Senior Marine Instructor

E. Nagy
GySgt USMC (Ret)
Marine Instructor