

PARENTS KEEP THIS DOCUMENT FOR FUTURE REFERENCE

**Patrick Henry High School  
NJROTC  
12449 West Patrick Henry Rd  
Ashland, VA 23005**

PHHS/019  
May 15, 2019

**SUBJ: REQUIREMENTS, STANDARDS AND EXPECTATIONS OF PATICK  
HENRY JUNIOR ROTC CADETS, SCHOOL YEAR 2019-2020**

Dear Parents and Cadets:

As the new school year begins, I find it hard to believe that I am in my seventeenth year here at PHHS and that the unit is now 19 years old. As I look back on our practices, I realize that we have done many things well and others not as well. I also realize that even though the primary mission of the program is to have the cadets take personal responsibility, and carry most of the burden of the program themselves, this is not always possible. Knowing that I wanted to provide some basic information that will allow parents to take a participatory role in the NJROTC program which will help cadets succeed and grow.

**REQUIRED PAPERWORK**

Cadets and parents **MUST** complete the required paperwork to stay in the program. This paperwork will be given to your cadet the first week and **MUST** be returned in a timely manner. In keeping with the personal responsibility portion of the program, the return of paperwork is graded as follows:

- Returned within 5 school days –A
- Returned within 6 or more days-drop one letter grade for each day late.

The following documents will be passed out for cadets to complete and return. Do not wait for a physical to return the whole package. Physical may be returned later)

- The signature sheet attached to this document 2 pages (return intact, **do not cut** in half)
- Standard Release Form (2pages) (return)
- Health Risk Screening (2 pages) (return)
- Personal Data Form (return)
- Cadet Data Input Form (return)
- Cadet Information Form (return)
- Clothing size estimation form
- RSVP New Cadet Orientation (return) **FOR NEW CADETS ONLY!**
- Uniform and Equipment Responsibility Form (return)
- VHSL Physical Form (**can be returned at start of year**)

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**NOTE: These forms are required each school year a cadet participates and cadets will not be allowed to participate in any out of school events without these documents. Hopefully I can plan a uniform issue night where we will mark and tailor uniforms. Parents are requested to be there to sign custody cards.**

## UNIFORMS

Uniforms are issued by the United States Navy and are the **property of the US Government**. They are issued free of charge but each parent and cadet signs a document that states he/she take responsibility for the safe keeping and care of these uniforms. This includes maintenance, cleaning and ensuring that the uniform does not become damaged. Parents also agree that when the uniform is **turned in**, they will have all items **professionally** launderer/dry cleaned and returned in good condition. Parents further agree that if a **cadet loses or damages** a uniform they will be **monetarily** responsible.

Uniforms will be issued during Orientation and an evening date in early September. Parents must sign uniform Custody sheet prior to receiving uniforms.

Uniforms must be maintained properly and this includes weekly cleaning of items which can be laundered at home. If cadets fail to do this, the life of the uniform will be shortened. Additionally, parents must arrange for trousers/pants to be hemmed. Care should be taken to ensure that the trousers/pants are not too long or too short. The following uniform care information applies;

- Service Khaki Short Sleeve Shirt (NSU's)
  - Wash according to tag instructions
  - Do not use liquid bleach
  - Treat collar with stain remover
  - Tumble Dry
  - Iron as soon as you remove from dryer (be careful **not to melt** Service Khaki Shirt)
  - Hang as soon as ironing completed
  
- Black Trousers/Female Pants, Navy Blue (Black)
  - May launder or dry clean (COLD WATER)
  - No Bleach
  - Tumble Dry
  - Iron with WARM iron (Permanent Press Setting)
  - Hang as soon as ironing completed
  
- Service Dress Blue Uniform/Relax Fit Jacket/Sweater
  - **Dry Clean Only**

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- Physical Training Uniform
- Launder Cold Water
- Tumble dry lower heat (high heat will shrink)

### REQUIRED UNIFORM ACCESSORIES

Although cadets are issued all uniforms required, they must purchase their own accessories such as t shirts, underwear, socks, bra's etc. Recommend that that these items are used for uniform wear only. The following applies;

- Plain White **Crew Neck** T shirts are required for **BOTH** male and female cadets
- Socks must be black. Recommend thin black dress socks with white athletic socks worn under. This will prevent blisters;
- Females; Bra's must be worn. **White** regular or sports style required

### GROOMING

Cadets must be properly groomed at all times. Male Cadets **must** have a military style haircut which is off the ears and tapered in the back. Specific grooming standards are addressed in the cadet reference manual. Male cadets may not have beards and mustaches must be within standards. Should male cadets refuse to adhere to grooming standards, they will receive low grades (64 and dropping) on inspection and if they still refuse to comply they will be asked to leave the program. Females must be able to put their hair up off their collar as set forth in the cadet field manual. Male cadets **may not wear earrings** in uniform and female cadets can wear a small gold or silver ball or pearl (4mm). ***If a cadet male or female refuses to adhere to grooming or dress standards I will ask them to leave the program.***

### GRADING

Grading is separated into three categories which are combined and averaged for a term/semester grade each with a specific weight. These areas are;

- Academic (major tests and projects) 50%
- Parade 50% x 3
- Uniform Wear and Military Bearing 50%
- Physical Fitness 20% (Issued PT Uniform must be worn)
- Minor Quizzes 30%

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The Academic grades are as a result of quizzes or tests. These tests can be written or oral. This category also includes homework if given, projects and reading assignments.

The Physical Fitness grade is based on participation and correct wear of the US Navy issued PT uniform. As I told many parents, the cadets compete against themselves. As long as they dress out, participate and do not become a discipline problem, they will receive a 100% every PT day. Should they fail to dress, they will receive a grade of **64** for the first miss, **59** for the second, **54** for the third with subsequent drops of **five** until the 5<sup>th</sup> miss. On the 6<sup>th</sup> miss they will receive a **0**. PT days are held Monday or Tuesday or every week depending if your cadet is A or B schedule. Cadets **MUST** bring proper PT gear (issued T shirt, shorts or sweat pants and sneakers on these days. When the cold weather starts they should also bring a sweat shirt.

The Uniform Wear and Military Bearing Grade are the easiest to excel in, and also the easiest way to fail the course. If a cadet will not wear the uniform or adhere to grooming, they should not be in the JROTC program and will be asked to withdraw. Depending upon if it is an A or B day, uniforms will be worn Wednesday or Thursday. Cadets are required to wear the uniform to school and maintain a complete and correct uniform **throughout the school day**. If they choose to change without permission it will be considered a missed uniform days and grade penalties will apply. The cadet will be inspected and will receive a grade of 0-100 on the uniform and grooming.

Cadets must also have a certain number of uniform grades in a 9 week period to receive a grade. If I see that a cadet does not show up on uniform days, I will give a grade of incomplete and will not give a grade (or recommend credit) until the days are made up. Generally, I will require the following to make it up;

- Wear the uniform on another day agreed upon by SNSI/Cadet (default requirement)
- Write a paper (generally 2 pages) on a subject
- Perform work for the unit agreed upon by SNSI/Cadet

Should the cadet **fail to wear** the uniform, or **remove the uniform** without permission of the Naval Science Instructor(s), they will receive a grade penalty as set forth below;

- 1<sup>st</sup> Missed uniform Will receive a grade of **64**
- 2<sup>nd</sup> Missed uniform Will receive a grade of **59**
- 3<sup>rd</sup> Missed uniform Will receive a grade of **54**
- 4<sup>th</sup> Missed uniform Will receive a grade of **49**
- 5<sup>th</sup> Missed uniform Will receive a grade of **44**
- 6<sup>th</sup> or more Will receive a grade of **0**

***NOTE: Parents, this program is meant to challenge your cadet and they are responsible for the wear of their uniform. The days we wear the uniform are fixed and change***

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*only for special events such as our Annual Inspection, Veterans Day and other events. The cadet must plan ahead and not put uniforms in the cleaners the day before a uniform day. Cadets should clean and press their uniforms after they wear them, then hang them up for the next inspection. Please do not write an excuse for your cadet. Support them and assist them but make them responsible for their own actions. **I WILL NOT ACCEPT A NOTE FROM A PARENT STATING THAT UNIFORMS ARE IN THE CLEANERS.***

## MANDATORY EVENTS

I am often asked by parents if their cadets must join teams to be successful in the NJROTC program. I reply that a cadet is only required to wear the uniform, dress out and participate for PT and adhere to academic standards and they can earn an A. With a few exceptions, they do not have to participate in non class activities. The following out of school events are required as part of the program and will be graded. **Attendance is mandatory;**

- Ashland Holiday Parade **Sunday**, 17NOV19 11AM to 4PM
- Winter, Awards Night, Thursday, 12DEC19 5PM to 9PM (Tentative)
- Spring, Change of Command, Thursday, 09APR20 5PM to 9PM (Tentative)

Additionally, the following two events are during school hours but are considered crucial to the program. **Attendance is Mandatory!**

- Unit Photo's (not school photos) APR22 & 23 (8:30-3:30) Wednesday and Thursday
- Area Managers Inspection 8AM to 11AM (Parents invited) (December 5, 2019)

I understand that students may have to miss some events, in that case, if I have prior knowledge I will work with student and allow him/her to submit an alternate assignment (Major Research Paper) in lieu of attendance. Be advised this must be pre-arranged and not after the fact.

## CADET PARENT ORGANIZATION

The Patrick Henry NJROTC has grown to become one of the largest in the Richmond Metro Area and is the current seven time State Drill Champs, hold several 1<sup>st</sup> place awards in Raider Challenge and has a nationally ranked Academic Team. We have been designated a Distinguished Unit with Honors 10times which is the top 5% of all units nationwide. We could

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not do this with out the support of the JROTC Parents. We are fortunate to have a very active Cadet Parent Organization (CPO) which is an IRS designated, not for profit, tax exempt organization. Unfortunately, there is a small group of parents doing the work for everyone even though we have over 150 cadets enrolled. The current president of the PH CPO is;

### **Tina Tillman**

Phone: 804-301-9999

E-mail: [phnjrotc.cpo@gmail.com](mailto:phnjrotc.cpo@gmail.com)

One of the main goals of the CPO is to raise funds for activities. With the wars in Iraq and Afghanistan now winding down, the current administration is cutting back military funding and the Navy has reduced most of the budget to the JROTC program. Additionally, we do not receive funding from the school. To keep the program at the level we are use to, requires creative fund raising. We have several projects in the works which requires the support of the parents

The first major fund raiser is the NASCAR cleanup at the Richmond Race Way. We need cadet and parent support on both days. The first day will be after the Friday race and the second on Sunday. We will meet at the school, bus down to the raceway. We also do several fund raisers during the year and need parents help.

### **PARENT HELP**

I can always use the help of parents with specific skills. Carpenters, Masonry and Brick Tradesmen, Landscape Professionals, **Tailors and Seamstresses**, and other skilled trades are always needed. Attorneys and CPA's can be of great assistance to the Cadet Parent Organization (CPO), and former military members can be invaluable. Please let the SNSI, NSI's, or Tina Tilman, CPO President know of your skill and willingness to help.

### **MILITARY BALL**

One of the main events that the fund raising pays for is the Military Ball. This is the premier social event of the year and many non cadets try to get invited as dates of cadets. It is held at the Lakeside Country Club and is a formal event with male cadets in Service Dress Blue and the female cadets in formal attire. Cadets are encouraged to ask non cadet guests. The Ball consists of a dinner, a military ceremony portion, and dancing. If the CPO did not supplement the ticket cost, I would estimate the cost per ticket to be at least \$75.00 each. Last year's tickets were \$25.00 each thanks to the CPO. Encourage your cadet to attend this event. Even if they do not have an escort, there are more than enough singles attending to dance the night away. Many cadets will never have the opportunity to participate in a formal event at one of the premier country clubs in the area. This is a memorable event and should not be missed. This year's ball

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is scheduled for either the 11<sup>th</sup>, 18<sup>th</sup> or 25<sup>th</sup> of January 2020. **THIS EVENT SHOULD NOT BE MISSED!**

### **SCHOLARSHIP OPPORTUNITIES**

PHHS NJROTC has an excellent track record helping cadets get into colleges and earning college scholarships. Although cadets need to assist in this process by maintaining exceptional grades, participating in sports and other extra circular activities, I have a great track record in finding scholarships and helping them apply. As a Distinguished Unit with Honors, I as the Senior Naval Science Instructor can nominate 3 cadets to the United States Naval Academy. This is amazing when you realize that Congressman Rob Wittman only has about 1 nomination each year. It is the military's way of recognizing the talent that exists in the program.

### **NEW CADET ORIENTATION**

During the week of the August 19-23, 2019, the unit will conduct a New Cadet Orientation. This is NOT a Boot Camp, but rather an early view into the program which gives the new cadets a leg up when they report the 1<sup>st</sup> day of class. I fully understand that some cadets/parents have summer plans and I assure you that although this program has its advantages, not attending will not be a detriment nor will it affect the cadet or the cadets standing in any way. Rising 9<sup>th</sup> grade cadets should try and attend and upper classmen are strongly encourage, since this gives them a basic understanding of the unit and program, and allows them to assimilate with the upper classes.

### **RETURN OF PAPERWORK**

It will be a great advantage to me if you can return this paper work prior to the new school year. Additionally, it is important that I have a good count of those attending the New Cadet Orientation prior to August 1<sup>st</sup>, 2019, I have attached a response sheet and a self-addressed stamped envelope for those wishing to mail the paper work back, you can send it in with cadets prior to the end of 18-19 school year, or hand carry to the school during the summer.

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We have an outstanding NJROTC Unit here at Patrick Henry, but Master Guns, Chief and I, need the parents help to continue our excellent tradition. Please feel free to call me at 804-365-8052 or email me at [jhead@hanover.k12.va.us](mailto:jhead@hanover.k12.va.us) should you have further questions.

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Senior Naval Science Inst.

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