



## *Cadet Processing Package*

### **Contents**

Parent's Letter

Cadet & Parent/Guardian Agreement

Course Syllabus

(Separate Files)

Signature page for Cadet Agreement/Syllabus (**print and sign or sign digitally**)

Physical Health Questionnaire (**print and sign or sign digitally**)

AFJROTC Photo Release/WINGS Database (**print and sign or sign digitally**)

Calendar of Major Events

### **Bottom Line Up Front**

#### **Air Force JROTC Uniform (page 3&4)**

- We provide all uniform items and the items are returned at the end of the year (**page 3**)
- There is a weekly uniform wear and it is 30% of the grade (**page 3**)
- There are specific cleaning requirements for the uniform (**page 4**)
- Failure to wear the uniform on numerous instances can result in removal from the class (**page 3**)
- Students will sign for all uniform items before taking the uniform home

#### **Mandatory Events (page 2)**

- There are 5 events during non-school hours that are graded events

#### **JROTC Fee (page 2)**

- All Huntsville City School JROTC programs charge a \$30 activity fee. This may be pre-paid through [www.myschoolfees.com](http://www.myschoolfees.com)

#### **Citizenship/Character**

- This program emphasizes citizenship and character building. Numerous instances of failing to meet Huntsville City School conduct standards or serious violations of the student Code of Conduct can result in removal from the course

#### **Required Signatures**

- Cadet Parent/Guardian Agreement (student and parent)/Course Syllabus
- Physical Health Questionnaire
- AFJROTC Photo Release/WINGS Database



## ***AL-941 AFJROTC Group***

2304 Billie Watkins St  
Huntsville AL 35801  
256 428-8061 al-941@afjrotc.com



Dear Parent/Guardian,

Thank you for the opportunity to work with your young adult this year. ***Our primary mission is to help them develop into a productive, patriotic citizen, and to prepare them for success in life after high school.*** Your student will have unique opportunities to learn leadership, respect for authority, responsibility, teamwork, and self-discipline by participating in drill, leadership exercises, service projects, and holding Cadet Staff management positions. The curriculum includes a study of leadership, communication, life skills, the science of flight, space, aviation history, global cultures and governments, survival, and physical training.

JROTC is more than just a class. The Cadet Corps is very active outside the normal school day. We gave 1,503 hours of service to the community last school year. Our cadets earned the Distinguished Unit Award for the **fifth** straight year, two teams in the past five years have reached the StellarXplorers Semi-Finals and our CyberPatriot team was the JROTC state champion in 2020. While not mandatory we encourage participation in these activities, and other extra-curricular events (Drill Team, Drones, Rocketry, Kitty Hawk, and Cadet Staff) are both fun and important to the development of your student.

If possible, there are numerous field trips and activities throughout the year. To support these activities, we do fund raising during the school year. Cadets that reach a certain fund raising level will have money set aside to help pay their expenses for field trips and activities.

The Air Force and the school system require high standards for students to remain in JROTC. Additionally, because we are committed to your student's development, we monitor their grades in other classes. We offer free tutoring to cadets needing extra help through our Kitty Hawk Honor Society. As an incentive, promotions and overnight activities are limited to cadets with passing grades. Cadets are also required to wear the JROTC uniform every Wednesday or Thursday and participate in physical training on Fridays. Cadets not meeting these requirements will not receive course credit and are not eligible for cadet promotions. Each cadet is required to pay a **\$30 fee** at the beginning of the school year (this fee is standard for all JROTC programs as established by Huntsville City Schools). The fee covers expenses not covered by the Air Force or Huntsville City Schools.

There are typically **five mandatory events** for all AFJROTC cadets, the Homecoming Parade, the Veterans Day Parade, Winter Change of Command and Award Ceremony, the AFJROTC Military Ball in the spring and the Spring Change of Command and Award Ceremony. **Of note there will be a fee for the military ball.** Students can reduce the fee to zero through fundraising efforts. Specific information on cost will be provided at the earliest possible dates

Parental support is key for any organization at HHS and JROTC is no different. Parental/guardian involvement in the fund raising, chaperoning, guest speaking and in many other ways enables us to enrich the program with many field trips, competitions, and co-curricular activities. Thank you! You make a difference! We look forward to working with you and your young adult this year.

DAVID W. MURPHY, Lt Col, USAF (Ret)  
Senior Aerospace Science Instructor

JEFFREY BACHMAN, MSgt, USAF (Ret)  
Aerospace Science Instructor

## **Cadet and Parent/Guardian Agreement for Air Force Junior Reserve Officer Training Corps (AFJROTC)**

***Participation in AFJROTC does not commit or obligate any student to military service, nor does it guarantee special consideration if a student chooses to enter the service.***

AFJROTC is offered by the Huntsville City Schools at Huntsville High as a one-unit credit course per year. It is different from other courses because the Air Force has established certain requirements that must be met before credit is awarded. Two significant parts of the AFJROTC program is citizenship and wear of the Air Force uniform. Parent/Guardians and cadets need to be aware of these policies.

### **1. Citizenship and Character**

- a. Cadets in the program are held to a high standard of conduct as their actions reflect upon not only themselves but also upon the Cadet Corps, Huntsville High School and the United States Air Force
- b. Cadets will work towards the following Cadet Corps objectives:
  - (1) Develop a high degree of personal honor, self-reliance and leadership.
  - (2) Develop respect for authority.
  - (3) Develop habits of orderliness and precision
  - (4) Promote patriotism
- c. Cadets are expected to strive to develop self-discipline and responsibility for personal actions and meet the established standards of attitude, behavior and courtesy outlined in the *AL-941 Cadet Guide*.
- d. Maintain an acceptable standard of attendance and academic achievement. Be active in classroom work, drill, physical conditioning, and AFJROTC Co-Curricular activities. (Cadets are encouraged to participate in at least one Co-Curricular activity to earn Service Award credit.)
- e. Students that do not meet the conduct/uniform standards of Huntsville High School and the AL-941 Cadet Guide may be subject to removal from the program. This is a three step process: Step 1: the cadet is counseled by Lt Col Murphy or MSgt Bachman in an attempt to correct and/or change behavior. Step 2: Lt Col Murphy/MSgt Bachman will contact the parent/guardian and the cadet's counselor and setup a meeting if required/requested. Continued problems will lead to Step 3: a formal request to remove student from program. Serious conduct/uniform violations can result in a request for immediate removal.

### **2. Uniform**

- a. Clean uniforms are issued at no cost to cadets. All items are to be returned at the end of the school year except for shoes, socks and t-shirts. *AFJROTC will make all authorized alterations.* Please, do not make or have any alterations made, unless approved by the ROTC instructors.
- b. Cadets are required to wear the uniform every Wednesday or Thursday and they are inspected for a grade. Missed uniform wear (excused absence, field trip, etc) must be made up on any non Physical Education school day and prior to the next scheduled inspection.

- (1) Cadets with a uniform who do not wear it will receive a one for that week. **Refusal to wear the uniform, repeated missed uniform wear, improper use of the uniform or flagrant violations of uniform standards will result in course failure and cadet removal from AFJROTC.**
  - (2) Cadets must meet the Air Force grooming standards (detailed in the Cadet Guide) when in uniform.
  - (3) Federal law imposes certain restrictions on the wear of a military uniform. Your cadet will be given explicit instructions on when, where, and how to wear the uniform. Unauthorized use or wear of the uniform may result in immediate removal from the program.
- c. Cadets are expected to maintain a high grooming standard, to include keeping the uniform clean, pressed, and in good repair. Coats, slacks/trousers, caps and skirts **may not be washed**, but require **DRY CLEANING**, while shirts and blouses should be **WASHED** and **PRESSED** commercially or at home after each use.
  - d. Cadets are expected to meet haircut and other personal grooming standards established by the Air Force and explained in the *AL-941 Cadet Guide*.
  - e. 30% of the AFJROTC grade is from uniform wear

3. As a cadet I have read, understand and agree to abide by these requirements.

4. Cadets need frequent reminding about their responsibility for uniform wear and care. Your encouragement will be very important to the success of your cadet in AFJROTC. We appreciate your help as we endeavor to instill self-discipline and a sense of responsibility in each of our cadets. If you have any questions, please call the instructors at 428-8061.

***5. I understand that I am legally responsible for the proper care and return of my student's AFJROTC uniform, to include the cost of replacement for any damaged or lost items.*** (The uniform is government property and total cost of returnable items for the blue male uniform is approximately \$353.26 and approximately \$365.25 for the female. Full value of issued items for males is \$ 426.57 and females (\$ 439.22). For those issued ABUs the total cost of the items is approximately \$207.42

## **Lt Col David Murphy and MSgt Jeffrey Bachman** **Course Syllabus and Expectations** **Twelfth Grade Aerospace Studies**

Welcome to the Air Force Junior Reserve Officer Training Corps (AFJROTC) Twelfth Grade Class. The **mission** of the AFJROTC program is, "To develop citizens of character dedicated to serving their nation and communities."

The **goals** of the AFJROTC program are to instill:

- The values of citizenship
- Service to the United States
- Personal responsibility
- A sense of accomplishment

**Program Outcomes:** Enable the students to:

- Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, & leadership.
- Adhere to the values of integrity, service, and excellence.
- Increase their understanding of patriotism and responsibilities as US citizens.
- Participate in community service activities.
- Expand critical thinking, problem solving, communication, collaboration, creativity & innovation.
- Demonstrate military customs, courtesies, and traditions & develop habits of order, discipline, and social skills.
- Acquire a broad-based knowledge of aerospace studies and leadership education.
- Strive to graduate from high school and prepare for college and careers in the 21st century.
- Cultivate a lifetime commitment to physical fitness and a healthy lifestyle.

This course is broken into four parts. Part I is the Aerospace Science Course, Part II is the Leadership Education Course, Part III is the Wellness Program and Part IV is Uniform Wear

***Textbook: Leadership Education: Fundamentals of Management, 1<sup>st</sup> edition, AL-941 Cadet Guide, 30-Step Drill Sequence Instructors Booklet***

### **Aerospace (AS) 400, Management of the Cadet Corps**

**Instructor:** Lt Col (Ret) David Murphy

**Email:** [david.murphy@hsv-k12.org](mailto:david.murphy@hsv-k12.org)

**Office Phone/Hours:** (256) 428-8061 / 7:30 – 5:00\* with 2nd Block planning: 10:03 - 11:35

- One instructor is typically at school until 5:00 but may be outside with cadets

Course Description: The cadets manage the entire corps during their fourth year in the Air Force Junior ROTC program. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

### Course Objectives:

- Apply theories and techniques learned in previous leadership courses
- Analyze how to develop leadership and management competency through participation
- Analyze strengthened organizational skills through active incorporation
- Evaluate how to develop confidence in ability by exercising decision-making skills
- Evaluate Air Force standards, discipline, and conduct

Staff Positions: Participation in this class requires the cadet to have a staff position and attend staff meetings. Cadets will turn in a report every two weeks summarizing. Non excused absence to staff meetings will result in their report grade being reduce by one letter grade. 3 non excused absences may result in removal from this class and placement in the Exploring Space and Leadership class.

### **Leadership Education (LE) 400: Principles of Management**

**Instructor:** MSgt (Ret) Jeffrey Bachman

**Email:** jeffrey.bachman@hsv-k12.org

**Office Phone/Hours:** (256) 428-8061 / 7:30 – 5:00\* with 2nd Block planning: 10:03 - 11:31

- One instructor is typically at school until 5:00 but may be outside with cadets

Course Description: The cadets are also exposed to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed put into practice what they have learned during their time in AFJROTC.

Textbook: *Fundamentals of Management*, 1<sup>st</sup> edition

Course Calendar: Fall Semester: Chapter 1-What is Management, Chapter 2-Project Management,-Chapter 3 Planning: Laying the Foundation, Chapter 4-Decision Making: Choosing Wisely. Spring Semester: Chapter 5-Organizing: Managing Time and Change, Chapter 6-Leading: Managing Individual and Group Behavior, Chapter 7-Understanding Work Teams, Chapter 8 Interpersonal Skills.

Course Objectives:

1. Analyze management and its application to JROTC.
2. Analyze the elements of project management.
3. Evaluate the importance of formal planning within an organization.
4. Analyze decision making within an organization.
5. Evaluate time management and change management within an organization.
6. Analyze concerns managers must consider in managing individuals and groups.
7. Analyze the factors that make work teams productive.
8. Evaluate the interpersonal skills of delegating, negotiating, and mentoring.

### **JROTC and Schoology**

Logging into Schoology

All students will access their classes using the following steps:

1. Login to your HCS issued laptop using your username and password.
2. Click on the “Clever” icon on your home screen or go to [www.clever.com](http://www.clever.com) and select “Login as a Student” at the top.
3. Students use Clever to access different platforms such as Schoology & Inow. To login go to Clever-> Select Huntsville City Schools-> select Log in with active directory-> sign in with your student email address (first [name.lastname@stu.hsv-k12.org](mailto:name.lastname@stu.hsv-k12.org)) -> your password is your six digit birthday. Find and select the “Schoology” tile within Clever.
4. You will then see your scheduled classes in Schoology

Once you select your JROTC class you will be brought to the Materials section. In this section we plan to have seven areas.

- 1) **This week(s)message.** It will provide information on your assignments and class information for the current two-week rotation. It will also include the links to live instruction/office hours for each block.
- 2) **Lt Col Murphy Folder**
  - a. The students rotate between Lt Col Murphy and MSgt Bachman. Whomever is teaching the students that week will have their folder on top.
  - b. **Books:** JROTC books are provided through the Air Force. The books are in pdf format and we recommend the students download the entire book to their computer. The file

names are as follows: AS100\_CH01\_L01\_p002\_013. AS100 is the course and this file is Chapter 1, Lesson 1 pages 2-13. Of note, the textbook page numbers and pdf file page numbers are different. This section will also have the Cadet Guide and Marching documents posted here.

- c. **PowerPoints:** Class PowerPoints are filed here. The name will include chapter number, lesson number and name.
  - d. **Assignments:** All assignments are filed here. It will include the rotation time period in the name
  - e. **Discussions:** Are also an assignment but one which requires comments by students and possible responding to a post by another student. The comments will be moderated and approved before each post is published
  - f. **Videos:** All recorded lessons will be posted in this area.
- 3) **MSgt Bachman** Folder (same organization as above)
  - 4) **Newsletter Folder**
  - 5) **Syllabus/Important Information**
  - 6) **JROTC Schedule**
  - 7) **Standard Two-Week Cycle**

#### Assignment/Discussion Submission

Upcoming Events is on the right side of the screen. To view an assignment/discussion requirement a student clicks on the link & everything required for the assignment/discussion is available in a pop-up window.

For assignments, on the right-hand side is a submission button. Once an assignment is completed click on this button and upload the correct file and click on submit. Once completed on the righthand side under submissions it will say assignment submitted.

For discussions students will enter their submission in the comment box at the bottom of the pop-up and click on Post

#### HCS Approved Virtual High School Supply List

Pens, pencils, and highlighters  
Notecards and Post-it Notes  
File Folders and / or pocket folders

Notebooks, loose-leaf paper, graph paper  
Rule, tape, scissors  
Printer, printer paper, & ink cartridges

#### Academic Integrity

As a student at HHS, you are always expected to uphold the highest standards of honesty. Do not take a risk in losing your eligibility for honor societies such as National Honor Society or Kitty Hawk Air Society. Students caught cheating / plagiarizing will receive a zero on the assignment for the first offense. Second offenses and beyond will receive a zero and will be documented in BLOOM.

#### How to Succeed

- (1) **Show up to your virtual class. Be on time!**
- (2) Complete your assignments
- (3) Wear the uniform and make up missed uniforms (it is 30% Of your grade)
- (4) Ask questions, ask questions, ask questions!
- (5) Be teachable, coachable and correctable.

#### Wellness Program

The objective of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives. Students will participate in physical training every Friday. The

students do not change into gym gear for the class; however, they need to wear clothing and footwear which allows them to participate in class. During activity days, grades will be determined by a point system with points being earned for participation, skills tests, strength training, cardiovascular fitness improvements, attitude, sportsmanship and work ethic. . During the 1st nine weeks and the 4<sup>th</sup> Nine weeks the Air Force Physical Fitness test will be administered. It consists of a 1 Mile run, 1 minute of pushups and 1 minute of sit-ups. 0-20 points will be earned determined by the following:

### **17-20 points**

- Full participation to the best of his/her ability. - Shows good sportsmanship. - Proper footwear
- Follows directions & class rules. - Treats facilities & equipment with care.

### **13-16 points**

- Performs an unsafe act. - Shows poor sportsmanship. - Uses profanity.
- Put others down. - Breaks rules or expectations intentionally. - Argues with others.

### **1-12 points**

- Limited effort during participation - Improper Footwear .

### **0 points**

- Unexcused absence. - Insubordinate. - Fighting.
- Destruction of property. - Failure to participate.

### **Wear of the Uniform:**

“PRIDE Day” Students are required to wear the uniform once a week when they are in JROTC (Wednesday or Thursdays) unless otherwise directed. It is worn **for the entire day** unless approved by the SASI/ASI (painting in crafts). If a student is **absent**, their uniform wear day is the **next day they attend school** unless the student is in JROTC on that Friday and **Fridays are** physical training day and the uniform would preclude them from participating in wellness activities. If a student wears the uniform a day they are not in JROTC it is **their responsibility to come to the classroom and be graded before school or during Power Hour**.

Students not wearing the uniform on the required day are deducted 5 points for each date they do not wear the uniform and have until the next uniform wear day to make up the grade. **Uniform wear should be made up in advance for planned absences.**

### **MANDATORY EVENTS:**

There are **five** graded **mandatory** events for all AFJROTC cadets, the Homecoming Parade, Veterans Day Parade, Winter Change of Command and Award Ceremony, the AFJROTC Military Ball in the spring and the Spring Change of Command and Award Ceremony. **Note: there is a fee for the military ball which students can reduce through individual fundraising efforts.** Specific information on cost will be provided at the earliest possible date.

### **Other Events:**

Fundraisers, Drill Competitions, Color Guard participations and field trips. Information on these events will be sent home with students.

### **Classroom Rules and Expectations**

Discipline: Self-discipline is fundamental to the AFJROTC mission of developing responsible citizens. Students are expected to be well behaved and courteous at all times. Cadets who violate Huntsville High School Student Handbook or Cadet Guide rule will be subject to disciplinary procedures.

Classroom Participation: Mutual respect and behavior are keys to an effective learning environment. Put-downs and trash talk will not be allowed. Students are expected to come to class on time and actively participate in class activities. In turn, your instructors pledge to treat you fairly and do all they can to help you develop into a better cadet, student, and citizen.

Classroom rules are:

- (1) Upon entering the classroom proceed to your seat and ensure all electronics devices are stored and laptops are closed.



- (2) When the bell rings assume the position of attention and follow the flight commander/flight sergeant's instruction. You will remain at attention until placed at parade rest, at ease or you are seated.
- (3) Be on time or bring a note from your previous class.
- (4) Backpacks are to be placed on the floor.
- (5) Do not leave class without permission and a pass.
- (6) Raise your hand when you want to speak and do not speak until recognized. If you need to throw away trash or sharpen a pencil, request permission. This rule prevents disruption of the class.
- (7) No food or beverage (except water) is allowed in the AFJROTC classroom.
- (8) **Listen to the Ops order and read it. It is posted on the Cadet Sign-up Board, to the AL-941 Canvas page and the AL-941 Web Page.**
- (9) When departing the classroom for any class activity cadets will depart via column of files. Cadets will be quiet in the hallway. If unable to be quiet cadets will walk single file.
- (10) When cadets arrive at the drill pad or sports field students will fall in via element.
- (11) When returning from drill or physical fitness, form a single file line 3 feet from the door and await an instructor to unlock the door. Cadets will not proceed inside until the entire flight is formed.
- (12) First cadet in formation will hold the door for the entire flight.
- (13) If you are the first person to see the SASI, Principal, assistant Principal, or a visiting officer of the Armed Services, call the room to attention.
- (14) Do not ask to be excused to use the restroom during class except in emergencies. Discipline yourself to take care of your personal needs between classes

### Virtual Classroom Rules

- (1) Applicable in person classroom rules apply to the virtual classroom.
- (2) Log in with your first and last name (you will not be allowed into the classroom with other names).
- (3) Use backgrounds/screensavers appropriate for school.
- (4) During instruction chat is for academic purposes. If this is abused chat will be shut down during instruction. You are welcome to chat with classmates outside of instruction.
- (5) If there is a question use the hand icon or chat.
- (6) When unmuted do not talk unless called upon (so we don't talk over each other).
- (7) When done talking remember to mute your microphone.
- (8) If you have questions, contact MSgt Bachman/Lt Col Murphy through Schoology or email.

### **Grading Policy**

Your course grade is a weighted average of your academics, uniform wear, and wellness grades. JROTC Tests (Aerospace Science and Leadership) count for 30% of your total grade. Uniform grades are considered a test and count for 30% of your total grade and includes uniform wear, and mandatory events. Classwork and homework assignments (Aerospace Science and Leadership Education) count for 30% of your grade. The physical conditioning program, satisfying the Alabama LIFE PE course requirements for graduation counts 10%.

Within each **area** the grades are determined by a total points system (Ex: 280/300=93%). The final grade for each grading period will be based on various methods of assessment. These may include, but are not limited to, tests, homework assignments, projects, journals, essays, research papers, presentations, quizzes, (announced and unannounced), and classroom participation. The grading scale for student achievement is as follows:

Grading: 100% - 90% = A    89% - 80% = B    79% - 70% = C    69% - 60% = D    Below 60% = F

### **Assessment Rules:**

Work is late when the student does not turn in homework or complete a task by the due time. In these instances, a "0" will be used as a placeholder in INow until work is completed. Late work must be turned in accordance with

HCS policies. Failure to take part in drill and physical fitness activities will result in a 0 in INow for the daily grade. A grade of "0" will be entered for assignments when there is an unexcused absence

**Help:**

**We will do anything we can** to help your son/daughter succeed inside and outside of class. We are typically here before school (8:00) and after school each day and our classrooms are open before school. Typically, one classroom is for quiet for studying and the other for corps business and comradery. If things outside of this course are affecting your son/daughter's performance, **we are willing** to assist them work through any difficulties.

**Parents/Guardians:**

**There are ways you can help!**

We are excited about the prospect of the role we will play in your son/daughter's education, and we are looking forward to making our classes the best learning environment for all students. As the parent/guardian, you are perhaps the single most influential person in your son/daughter's life. Our job cannot be done effectively without you; therefore, we ask for your understanding and cooperation. We would like to ask that you partner with us in helping your son/daughter realize and develop to their potential. There are several things that you can do to strengthen and support this area:

- Discuss with your son/daughter his homework or project assignments on a regular basis, in order to help them as they continue to develop consistency in the management of required tasks.
- Provide opportunities to discuss what your son/daughter is learning in class. You can support their learning through open, meaningful conversations & potential problem-solving strategies to aid in their success.
- Come to us with any questions or concerns about your son/daughter's performance.
- Cooperating with us concerning issues of discipline & expectations of student behavior while in class.
- Volunteer to support AFJROTC events as chaperones, and mentors for extra-curricular activities

**Communication:**

We want to ensure you are aware of what is happening in AFJROTC. Feel free to call or email us. Our contact information is on the Huntsville High School webpage and page one of this syllabus. We are also requesting your email address to contact parents and guardians to ensure you receive information on all the events and happenings in AFJROTC.

We are looking forward to working with you, and your son/daughter, this year and thank you in advance for your time, attention, and cooperation. Please complete and sign the form on the next page and return  
**THANK YOU!**

Lt Col (Ret) David Murphy and MSgt (Ret) Jeffrey Bachman