

**AIR FORCE JUNIOR ROTC (GA-20102)
COURSE IV SYLLABUS
AY 2016-2017**

AFJROTC - "DOING GREAT THINGS"

COURSE NAME: AFJROTC IV

The *Mission* of the Air Force JROTC program is to:
"Develop citizens of character dedicated to serving their nation and community."
Citizenship Service Responsibility Accomplishment Self-Disciplined Respectful Successful
Good Character & Integrity

CREDIT HOURS: 1 Physical Education OR Elective Credit for the entire year (must complete both semesters)

****THIS COURSE IS ELIGIBLE FOR COLLEGE CREDIT FROM:**

ADAMS STATE UNIVERSITY (ASU) (<http://www.adams.edu/>) Review course requirements for ASU at <http://www.leadershipcredit.info/jrotc-leadership-credits/> and *UNIVERSITY OF COLORADO, COLORADO SPRINGS (UCCS)* (<http://www.uccs.edu/>). Check with your instructors for more information. *Must be age 16 at time of enrollment*

INSTRUCTOR'S:

Lt Col Michael A. Brown, Senior Aerospace Science Instructor michael.brown@henry.k12.ga.us
SMSgt Torrance L. McGee, Aerospace Science Instructor Torrance.mcgee@henry.k12.ga.us
SMSgt Byron E. Wrenn, Aerospace Science Instructor byron.wrenn@henry.k12.ga.us

PHONE: (770) 288-3222; **FAX:** (770) 288-3230

REQUIRED TEXT AND MATERIALS:

Aerospace Science 400: "Managing the Cadet Corps" – Practical Application
National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP)®- FALL SEMESTER ONLY
Leadership Education 400: "Principles of Management"
AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
Unit GA-20102 Cadet Guide, Unit GA-20102 Fitness Program Guide
Learn to Lead Cadet Drill Guide, Course Syllabi, Student Binders, Student Workbooks

COURSE DESCRIPTIONS: All courses consist of three components: Aerospace Science (AS) - 40%, Leadership Education (LE) - 40%, and Commander's Health & Wellness Program - Physical Education - 20%.

The overall objectives for academic courses are for the Cadet to develop:

- a. An appreciation of the basic elements and requirements for national security.
- b. Respect for and an understanding of the need for constituted authority in a democratic society.
- c. Patriotism and an understanding of their personal obligation to contribute toward our nation and community.
- d. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- e. An understanding about people and environments and the links between people and places.
- f. An interest in completing high school and pursuing higher educational goals or skills.
- g. An understanding of the Air Force and military as a possible career path.
- h. Development of character, responsibility, accountability, and loyalty.
- i. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
- j. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership.
- k. Comprehend why obtaining a degree or skill after high school is important to having a civilian or military career.
- l. Know the historical roots of management, the importance of managers and management, and

the characteristics of a good leader.
m. Fitness as a way of life.

Fourth Year Cadets

Aerospace Science – “*Management of the Cadet Corps*”

The Aerospace Science course on “Management of the Cadet Corps” provides cadets practical experience in managing the cadet corps during their fourth year in the AFJROTC program. This hands-on experience affords the cadets the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets. They practice their communication, decision-making, personal interaction, managerial, and organizational skills.

National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP)®

National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP)® (Third and Fourth Year or 11th and 12th grade Cadets). The NEFE High School Financial Planning Program (HSFPP)® is a six-unit classroom curriculum that consists of six modules. The student guides are to be used as a workbook for the student. The NEFE High School Financial Planning Program® was designed for the 11th and 12th grade level. The high school program specifically focuses on basic personal finance skills that are relevant to the lives of pre-teens, teens, and young adults to lay a solid foundation for financial independence and future financial decisions. Set up student account at <http://www.nefe.org/HighSchoolProgram>.

National Endowment for Financial Education (NEFE) High School Financial Planning Program Student Guide (2006 Edition)

- Unit 1 – Your Financial Plan: Where It All Begins (1)
- Unit 2 – Budgeting: Making the Most of Your Money (15)
- Unit 3 – Investing: Making Money Work for You (27)
- Unit 4 – Good Debt, Bad Debt: Using Credit Wisely (41)
- Unit 5 – Your Money: Keeping It Safe and Secure (59)
- Unit 6 – Insurance: Protecting What You Have (79)
- Unit 7 – Your Career: Doing What Matters Most (95)

NOTE Cadets should check Infinite Campus for due dates of assignments.

Leadership Education 400: “*Principles of Management*”

The Leadership course on “Principles of Management” provides exposure to the fundamentals of management. Cadets will learn some necessary skills needed to put into practice what they have learned during tier time in AFJROTC.

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation.
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.
5. Know the importance of drill and ceremonies.

6. Know basic commands and characteristics of command voice.
7. Apply and execute the concepts and principles of basic drill positions and movements.
8. Understand the importance of community service.

Unit 1 Introduction to Management

- Chapter 1 – Managers and Management
 - Lesson 1 – Management Basics (6)

Unit 2 Planning

- Chapter 4 – Foundations of Planning
 - Lesson 1 – Planning Basics (84)
 - Lesson 2 – Establishing Goals and Developing Plans (98)
- Chapter 5 – Foundation of Decision Making
 - Lesson 1 - The Decision Making Process (112)
 - Lesson 2 – Decision Making Challenges (126)

Unit 3 Organizing

- Chapter 6 Managing Change, Stress, and Innovation
 - Lesson 3 – Managing Yourself-Stress and Time Management (166)

Unit 4 Leading

- Chapter 7 Foundations of Individual and Group Behavior
 - Lesson 2 - Managers and Group Behavior (200)
- Chapter 8 Understanding Work Teams
 - Lesson 1 – Work Team 101 (216)
 - Lesson 2 – Managing Teams (230)
- Chapter 9 Communication and Interpersonal Skills
 - Lesson 2 – Developing Interpersonal Skills (258)
- Chapter 10 Leadership and Trust
 - Lesson 2 - Leadership Issues (298)
 - Lesson 3 – Effective Coaching and Mentoring (316)

NOTE Cadets should check Infinite Campus for due dates of assignments.

Drill and Ceremonies

Drill and Ceremonies provides an in-depth introduction to the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of command voice. Course objectives include:

1. Know the importance of drill and ceremonies.
2. Know the basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.

Air Force Manual 36-2203 Personnel Drill and Ceremonies (February 2004 Edition)

Chapter 1 – Introduction to Drill and Ceremonies (1.1)

Chapter 2 – Commands and the Command Voice

Section A - Commands (2.1)

Section B – The Command Voice (2.3)

Chapter 3 – Individual Commands (3.1)

Chapter 4 – Drill of Flight
Section A – Formations (4.1)
Section B – Marching (4.9)

Chapter 5 Drill of Squadron
Section C – Manual of the Guidon (5.12)

Chapter 6 Group and Wing Formations
Section B – Group Formation (6.3)
Section C – Wing Formation and Review (6.8)

Chapter 7 Ceremonies
Section A – Purpose and Procedures (7.1)
Section B – Parade Ceremony (7.3)
Section C – Raising and Lowering the Flag (7.23)
Section D – Change of Command (7.29)
Section E – Colors (7.32)

Learn to Lead – Cadet Drill Guide (July 2011 Edition)

Army Training Circular TC 3-21.5 Drill and Ceremonies

NOTE Cadets should check Infinite Campus and separate course syllabus for due dates of assignments.

Cadet Health and Wellness Program (CHWP) – Physical Education (PE)

Cadet Health and Wellness Program (CHWP) – *Physical Education (PE)* - The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education. Students **WILL** wear the Air Force JROTC **issued** PT uniform on Fridays. Course objectives include:

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvement for each cadet.
4. Incorporate a physical training program to reach goals.
5. Know the importance of keeping yourself well and helping others stay well.

Fitness Programs

1. Presidential Physical Fitness Program
2. Unit GA-20102 “Fit for LIFE” Training Program Guide
3. Unit GA-20102 “Walk it Out” Program

NOTE Cadets should check Infinite Campus and separate course syllabus for due dates of assignments.

NORMAL WEEK SCHEDULE – AFJROTC I, II, III, and IV				
	AFJROTC I (First Year Cadets) SMSgt McGee	AFJROTC II (Second Year Cadets) SMSgt Wrenn	AFJROTC III (Third Year Cadets) Lt Col Brown	AFJROTC IV (Fourth Year Cadets) Lt Col Brown
MONDAY	AEROSPACE SCIENCE LEADERSHIP EDUCATION DRILL	AEROSPACE SCIENCE	AEROSPACE SCIENCE	AEROSPACE SCIENCE
TUESDAY	AEROSPACE SCIENCE LEADERSHIP EDUCATION DRILL	AEROSPACE SCIENCE	AEROSPACE SCIENCE	AEROSPACE SCIENCE
WEDNESDAY	AEROSPACE SCIENCE LEADERSHIP EDUCATION DRILL Uniform Wear Inspection Weekly Open Ranks Every Other Week	LEADERSHIP EDUCATION Drill Uniform Wear Inspection Weekly Open Ranks Every Other Week	LEADERSHIP EDUCATION Drill Uniform Wear Inspection Weekly Open Ranks Every Other Week	LEADERSHIP EDUCATION Drill Uniform Wear Inspection Weekly Open Ranks Every Other Week
THURSDAY	AEROSPACE SCIENCE LEADERSHIP EDUCATION DRILL	LEADERSHIP EDUCATION	LEADERSHIP EDUCATION	LEADERSHIP EDUCATION NEFE (Fall Semester)
FRIDAY	FITNESS, HEALTH AND WELLNESS Drill PE Uniform Wear Inspection Lt Col Brown/SMSgt McGee/SMSgt Wrenn			

NOTE: SCHEDULE SUBJECT TO CHANGE DUE TO SCHOOL EVENTS AND TESTING

GRADING PROCEDURES: The Aerospace Science portion of the course counts for 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion counts for 40% of the final grade and will be graded by the ASIs. The Wellness/Fitness portion of the program counts for the remaining 20% of the final grade and will be graded by the ASIs and/or SASI. Drill will be evaluated by the ASI and/or the SASI. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.** Grades will be computed in accordance with standard Ola HS grading policy.

GRADED STANDARDS	PERCENTAGE OF GRADE
Service Uniform Wear/Inspections	30%
Drill and Ceremony	15%
Fitness, Health and Wellness	15%
Quizzes – Aerospace Science & Leadership	10%
Mid-Term - Aerospace Science & Leadership	10%
Community Service, Parades, & Special Events	10%
Class Attendance, Preparation, Participation, Homework, and Classwork - Aerospace Science & Leadership	5%
Conduct – AF Form 341 Excellence/Discrepancy	5%
Finals (Semester exam will be calculated in with other grades for final grade for course for Aerospace Science & Leadership Education combined.)	20% of the overall course grade

GRADING SCALE: As set by the Georgia State Board of Education

Grade

Percentage Required

A	90 and above
B	80 - 89
C	75 - 79
D	70 - 74
F	69 and below

UNIFORM DAYS: Every **WEDNESDAY (DESIGNATED BLUE UNIFORM COMBINATION) & FRIDAY (ISSUED PE UNIFORM)** and on **Special Events** as determined by the Aerospace Science Instructors. Cadets **ARE REQUIRED** to dress in AFJROTC physical education attire on **FRIDAYS**. Key Staff members issued ABUs are required to wear AFJROTC issued ABU uniforms on the **first MONDAY of each month** and during special events as determined by the AFJROTC Instructors.

SERVICE UNIFORM WEAR AND INSPECTIONS: Service Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate service uniform each **Wednesday from the start of the school day until the end of the school day (Cadets are required to maintain dress and appearance standards at ALL TIMES while in uniform)**. Make-up day for **excused** absences on uniform day is **the first day upon return to school following the excused absence**. **IT IS THE CADETS' RESPONSIBILITY TO WEAR THE SERVICE UNIFORM ON MAKE UP DAYS. FAILURE TO WEAR WILL RESULT IN A ZERO GRADE EVEN IF THE ABSENCE IS EXCUSED.** There will be **no uniform make-up for unexcused absences**. Failing to wear the uniform all day will result in a **"0" (zero)** grade for that uniform day. At the SASI's discretion, cadets will be removed from the AFJROTC program upon receiving the third "zero" for non-uniform wear.

Failure to turn in uniforms at the end of the course/year will result in students **being placed on the "Fines/Holds" list until the uniforms are returned.**

EXAMS: QUIZZES, MID-TERMS AND FINALS: Three types of exams will be administered during the course: Quizzes will be administered throughout the course for Aerospace Science, Leadership Education, Drill and Ceremonies, and Fitness. Quizzes will cover all material taught since the last quiz or test. Midterm and Final exams will be comprehensive assessments of all material taught for the semester. These assessments will cover the concepts taught in all portions (AS, LE, Drill, and CHWP-PE) of the AFJROTC curriculum.

FITNESS, HEALTH AND WELLNESS: Cadets are required to wear their **Physical Education (PE)** uniform or appropriate athletic attire to class on **Fridays** unless otherwise directed. There are no makeup days for failing to wear the PE uniform/gear on Fridays. **Excused** absences on PE day will be accepted when cadets provide valid excused absence slips on the **first day upon return to school following the excused absence**. **IT IS THE CADETS' RESPONSIBILITY TO PROVIDE A VALID EXCUSE SLIP ON THE FIRST DAY OF RETURN. FAILURE TO DO SO WILL RESULT IN A ZERO GRADE EVEN IF THE ABSENCE IS EXCUSED.** **Unexcused absences receive a ZERO.** Cadets are required to complete all fitness, health and wellness assignments and maintain a fitness log. Cadets are required to turn in monthly fitness logs signed by parent or guardian. Cadets will receive grades for wearing the appropriate AFJROTC PE uniform and for participation in fitness activities. Cadets will receive a zero for not participating and/or not wearing the AFJROTC PE uniform.

DRILL AND CEREMONY: Cadets are required to master the skills related to drill and ceremony as outlined in Air Force and Army regulations for drill commands, command voice, individual drill, drill of flight, drill of squadron, group formation, parade ceremony, raising and lowering the Flag, respect to U.S. Flag, Change of Command, and Colors.

Cadets are required to complete Reveille and Retreat (raising and lowering the flag) once every nine weeks. Each cadet will be scheduled for a particular day during the year. Cadets and parents can review the reveille and retreat schedule at <http://schoolwires.henry.k12.ga.us/Page/64148>. Cadets should plan ahead to ensure he or she completes reveille and retreat to receive a grade.

Cadets are encouraged to complete two Color Guard details each month or a total of 16 for the school year to be competitive for any local or national awards.

COMMUNITY SERVICE, PARADES, and SPECIAL EVENTS: Cadets will have multiple opportunities to participate in Air Force JROTC sponsored community service, parades and special events during each semester. Cadets are required to attend some or all events for a grade as directed by the SASI. Community service hours count towards

promotion, scholarships, and annual awards consideration. Cadets must complete 10 community service hours each term, 20 hours per semester and 40 hours per academic school year. Hours completed each term will be graded. For example, 6 hours completed will equal a grade of 60%; 8 hours completed will equal a grade of 80%, etc. Cadets are required to log community service hours in the "Community Service Log Book" located in the AFJROTC area. Cadets must present a letter from the sponsoring organization on official letter head with the point of contact's name, phone number, e-mail, and a statement stating what the cadet did, the number of community service hours performed, and the impact on the community if done with an approved non-profit organization. Cadets must participate in the various volunteer opportunities hosted or directed by the unit to receive credit for community service hours.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION: Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to academics, drill, and physical fitness. Class preparation includes cadet adherence to classroom protocol and proper grooming standards as outlined in Air Force Instructions and the school and county dress code. Additionally, each cadet is required to have a **2 inch black or blue (only) three-ring binder, with five dividers (dedicated to AFJROTC only and labeled: Aerospace Science, Leadership Education, Drill & Ceremony, Fitness, and other), notebook paper, black/blue pen, and two #2 pencils** in class each day. Cadets will be issued a class syllabus and various handouts. Notebook checks will be conducted randomly for a grade. Cadets are to keep all AFJROTC notes, etc. in notebook, sorted in the section of the AFJROTC instructor who gave the assignment.

Class attendance: Cadets are late to class once the final bell rings for each period. Cadets arriving after the final bell rings will fill out an AF Form 341 completely and state why he or she was late to class in the area of the form entitled "Excellence/Exhibited Discrepancy". The Cadet will write on back of the form what he or she will do to correct the tardiness to class. The Cadet will turn in AF Form 341 to his or her AFJROTC Instructor by the end of class. The second tardy will result in a phone call home to parents. The third tardy will result in AFJROTC detention, area duties, and a phone call to parents. A fourth tardy will result in referral to school administrator for school detention. The fifth tardy will result in referral to a school administrator for further disciplinary action. A tardy more than 5 minutes is considered skipping.

HOMEWORK/CLASSWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, **the assignment will be due on the next class day that the cadet returns to school.** Assignments not turned in on the due date will receive a "0" (zero) grade for that assignment. Cadets will fill out a "You've Been Pink-Slipped!" form as follows:

Cadet Name, Flight, Date, and Missing Assignment. Cadet will answer the following questions:
I did not have my homework today because:

- I did the assigned homework, but I did not bring it to class.
- I chose not to do my homework.
- I forgot to do my homework.
- I did not have the appropriate materials at home.
- Other – please explain: _____

Each cadet must explain why he or she did not turn in their assigned homework. The Cadet's parents or guardian will sign the "You've Been Pink-Slipped!" form" and turn it into an AFJROTC instructor the following school day. Cadets will have three days to complete the missing homework assignment or the grade will remain a zero. Character building begins with being accountable and accountability is part of your grade.

Homework Turn-In Procedures. After "roll call" and attendance are completed by the Flight Commander, the Element Leaders will collect the homework and place it in flight folder, ensuring first and last name, flight, date, and course title, are on all assignments turned-in.

Absence from Class Procedures. Cadets who are absent from class are required to check the *Absence from Class Folder* for any assignments handed out during class once he or she returns to class. The Flight Sergeant or designee will place a copy of the missed assignment with the cadet's name in the folder. **IT IS THE CADET'S RESPONSIBILITY TO CHECK THE FOLDER, retrieve the missing assignment, and ensure it is turned in on time.**

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be expected among the student population. Inappropriate behavior, **in or out of uniform**, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CONDUCT – AF FORM 341 EXCELLENCE & DISCREPANCY: Cadets will start out with a grade of 100 in each respective AF Form 341 areas of CONDUCT, MILITARY BEARING, CLASS PREPERATION, and DRILL. Five points will be deducted from the respective AF Form 341 area each time cadets fail to maintain standards.

Cadets will completely fill out the front of the AF Form 341 and state what discrepancy he or she committed listing it on the “Excellence/Exhibited Discrepancy” area of the form. The Cadet will not sign in the Reporting individual blocks. The Cadet will write on the back of the form what he or she will do to correct the discrepancy. The Cadet will then turn the AF Form 341 in to the Flight Commander, Instructor, or Cadet issuing the 341. Cadets who have an AF Form 341 pulled for CONDUCT, MILITARY BEARING, CLASS PREPARATION, or DRILL will not receive the Good Conduct Ribbon for that semester. Cadets who receive ISS or OSS are not eligible for the Good Conduct Ribbon, awards, or for promotion during the term or semester. AF Form 341s will count against flight honor flight points and will be filed in the cadet’s personnel record.

AF Form 341s pulled for Excellence will count towards cadet’s Honor Flight points as well as towards monthly and annual awards consideration.

CURRICULUM IN ACTION TRIPS (CIA) FIELD TRIPS: Throughout the semester, cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These activities may include field trips (i.e. Robins Air Force Base, NASA, Washington D.C., FAA, etc.). Cadets must be in good academic and disciplinary standing to participate. Attendance is solely at the discretion of the SASI and ASIs.

CADET DISTANCE LEARNING: Cadets can complete six courses through the Army Cadet Command. Cadets completing all courses can present their certificates and receive a “uniform pass” for uniform day. These courses can be accessed at http://leadershipcredit.info/jrotc/Index_JROTC_DL.html.

CELL PHONES: The cell phone policy is in accordance with Air Force and Ola High School instructions. Cell phones must remain **turned off and out of sight during the instructional day unless authorized by the instructor**

REMIND: Effective communication is the key to success. Our AFJROTC program has a lot of things going on and each cadet will have the opportunity to be involved with all aspects of our program. Each Cadet is required to sign up for REMIND for AFJROTC as well as for the squadron or extra-curricular activities they participate in.

If you are a First Year Cadet, you can sign up for REMIND by texting **@firstyearc** to **81010** and emailing **firstyearc@mail.remind.com**.

Parents are encouraged to sign up for the parent’s REMIND by texting **@firstyrpar** to 81010 and **firstyrpar@mail.remind.com**.

If you are a Senior Cadet (2nd, 3rd, or 4th Year Cadet), you can sign up for REMIND by texting **@seniorcdts** to **81010** and emailing **seniorcdts@mail.remind.com**.

Parents are encouraged to sign up for the parent’s REMIND by texting **@seniorepar** to 81010 and **seniorepar@mail.remind.com**.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. cadet-element leader – Flt Sgt – Flt/CC – Ops/CC – Sqd/CC – MSG/CC – ASIs – SASI). **DO NOT GO DIRECTLY TO THE CADET MSG/CC, SMSgt Wrenn, SMSgt McGee, or Lt Col Brown WITHOUT YOUR FLT/CC WITH YOU unless it is an emergency.**
2. Always use the titles Sir/Ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbooks, etc).
5. Wear the correct uniform on the appropriate day. Earrings are prohibited for males in uniform or in the AFJROTC area when out of uniform.
6. Place personal belongings on the right side or under your desk.
7. Raise your right hand, fist balled and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean/pick it up.
14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classrooms.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Honor Code, Air Force Core Values, AFJROTC Corps, and AFJROTC Cadet Creed.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Respect teachers, instructors, or higher-ranking cadet officers, NCOs, and airmen.
20. Study and know your GA-20102 Cadet Guide.
21. Study and know the GA-2012 Enlisted and Officer Promotion process.
22. The Ola Court Yard is designated as an AFJROTC "No Hat Area" ONLY during lunch. Flight Caps MUST be worn at all times when outside any other time.
23. Follow rules the first time they are given.
24. Follow expectations of students outlined in Henry County Schools and Ola High School Handbooks.
25. No cursing or profanity.
26. Do not touch anyone else with your hands, your feet, or any object.
27. Ensure first and last name, flight, date, and course title, are on all assignments turned-in to instructors.
28. Follow all expectations of Cadets outlined in guides, handbooks, regulations, and follow all customs & courtesies.

KEY DATES TO REMEMBER:

- 5 August 2016 ACT Registration Deadline for September 10, 2016 Test Date
- 8 August 2016 Fitness Testing for all Cadets Aug 8 - Aug 12 Bring workout clothes each day
- 18 August 2016 Ola High School Pictures
- 9 September 2016 Henry County 911 First Responders' Recognition Luncheon
- 10 September 2016 ACT Test Date
- 15 September 2016 Commander's Call & AFJROTC Fall Promotion and Awards Ceremony
- 16 September 2016 ACT Registration Deadline for October 22, 2016 Test Date
- 18 September 2016 Air Force Birthday
- 19 September 2016 Fall Break September 19-23, 2016 - No School for Cadets
- 1 October 2016 SAT Test Date
- 10 October 2015 6th Annual Invitational Drill Meet, Dutchtown HS, Hampton, GA
- 23 October 2015 Ola High School Homecoming Parade
- 5 November 2016 SAT Test Date
- 4 November 2016 Veterans Day Ceremony
- 4 November 2016 ACT Registration Deadline for December 10, 2016 Test Date
- 3 December 2016 SAT Test Date
- 3 December 2016 Blue Devil Drill Meet, Marietta HS (GA-20021), Marietta, GA
- 10 December 2017 ACT Test Date
- 13-16 December 2016 Mid-Semester Exams
- 20 February 2017 Winter Break February 20-27, 2017- No School for Cadets

KEY DATES TO REMEMBER (Cont.):

TBD March 2017 Georgia High School AFJROTC Drill Team State Championships, location TBD

3 April 2017 Spring Break April 3- 7, 2017- No School for Cadets

18 April 2017 Spring Awards Ceremony

18 March 2017 Ola High School Prom

30 April 30 – 2 Ma 2016 National High School Drill Team Championship, Daytona Beach, FL

1-19 May 2017 AP Exams

15-19 May 2017 Senior Exams

19 May 2017 Honors Ceremony (Undergraduate)

21 May 2017 Baccalaureate

21 May 2017 Seniors Honors

26 May 2017 Graduation & Graduation Ceremony Day Detail

TBD May/June JOCTS and Summer Leadership Camp

Note: Changes to this document will be briefed and provided to cadets during class sessions as necessary.