

**AIR FORCE JUNIOR ROTC (GA-20102)  
COURSE IV SYLLABUS  
AY 2015-2016**

**AFJROTC - "DOING GREAT THINGS"**

**COURSE NAME:** AFJROTC

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](mailto:michael.brown@henry.k12.ga.us)  
SMSgt Torrance L. McGee, Aerospace Science Instructor [Torrance.mcgee@henry.k12.ga.us](mailto:Torrance.mcgee@henry.k12.ga.us)  
SMSgt Byron E. Wrenn, Aerospace Science Instructor [byron.wrenn@henry.k12.ga.us](mailto:byron.wrenn@henry.k12.ga.us)

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**REQUIRED TEXT AND MATERIALS:**

*Aerospace Science: "Exploring Space The High Frontier"*  
*Leadership Education I: "Citizenship, Character, & Air Force Tradition"*  
*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.

## Aerospace Science – *“Exploring Space: The High Frontier”*

The Aerospace Science course on “Exploring Space” is a science course that includes the latest information available in space science and space exploration. The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides an in-depth study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. It discusses issues critical to travel in the upper atmosphere such as orbits and trajectories unmanned satellites, and space probes. It investigates the importance of entering space and discusses manned and unmanned space flights, focusing on concepts surrounding spaceflight, space vehicles, launch systems, and space missions. The section on manned spaceflight focuses on the Space Shuttle, space stations and beyond, covering milestones in the endeavor to land on the Moon and to safely orbit humans and crafts for temporary and prolonged periods. The course covers the human aspect of spaceflight, focusing on the human experience in space. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space. The course objectives for **First, Second, Third, and Fourth Year Cadets are:**

1. Know the history of astronomy and the specific characteristics of the Earth, Moon, solar system, and the planets.
2. Comprehend the big picture of space exploration, including the history of spaceflight, organizations doing work in space, and the overall space environment.
3. Comprehend the importance of entering space, characteristics of manned and unmanned spaceflight, and how humans are affected during spaceflight.
4. Comprehend the key concepts for getting from the surface of the Earth into Earth orbit and to other planets and back again.
5. Comprehend how spacecraft, rockets, and launch vehicles are designed and built.
6. Comprehend the latest advances in space technology.

### Unit 1 The Space Environment

#### Chapter 1 – The History of Astronomy

Lesson 1 – Prehistoric and Classical Astronomy (6)

Lesson 2 – Astronomy and the Renaissance (20)

#### Chapter 2 – The Earth and The Moon

Lesson 1 – Earth Inside and Out (50)

Lesson 2 – The Moon; Earth’s Fellow Traveler (62)

#### Chapter 3 – The Sun and the Solar System

Lesson 1 – The Sun and its Domain (76)

Lesson 2 - The Terrestrial Planets (94)

### Unit 2 Exploring Space

#### Chapter 5 – Exploring, Living, and Working In Space

Lesson 1 – Why Explore Space (182)

Lesson 2 – Assembling a Space Mission (198)

### Unit 3 Manned and Unmanned Spaceflight

#### Chapter 6 – Space Program

Lesson 1 – The U.S. Manned Space Program (250)

#### Chapter 7 – The Space Shuttle

Lesson 1 – The Shuttle Program (302)

Lesson 2 – Lessons Learned; Challenger and Columbia (320)

### Unit 4 Space Technology

#### Chapter 11 – Rockets and Launch Vehicles

Lesson 1 – It Is Rocket Science; How Rockets Work (442)

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

## **Leadership Education – Principles of Management and Life Skills**

### ***Fourth Year Cadets***

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.

### Leadership Education IV Textbook – Principles of Management

#### 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.

## **The Complete Guide to Financing College**

The Complete Guide to Financing College (Third and Fourth Year or 11th and 12th grade Cadets)

A step-by-step approach to college financing and admissions. This revolutionary program provides all critical information and hundreds of web links, linking the student directly to everything he or she needs to save thousands of dollars in college costs and get into the college of their choice.

### Subject Areas

1. SAT and ACT E-Book Study Guide w/Peer to Peer Coaching
2. Zero Hour Threat SAT and ACT prep games
3. E-Book, The Athletic Recruiting Guide
4. The Complete Guide to College Admissions, Financing and Success
5. Month by Month Student Planning Guide, E-Book

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

**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.

**NORMAL WEEK SCHEDULE – AFJROTC I, II, III, and IV**

	<b>AFJROTC I (First Year Cadets)</b>	<b>AFJROTC II (Second Year Cadets)</b>	<b>AFJROTC III (Third Year Cadets)</b>	<b>AFJROTC IV (Fourth Year Cadets)</b>
<b>MONDAY</b>	LEADERSHIP EDUCATION I Drill SMSgt McGee	AEROSPACE SCIENCE Lt Col Brown	LEADERSHIP EDUCATION III Guide To Financing College SMSgt Wrenn	AEROSPACE SCIENCE Lt Col Brown
<b>TUESDAY</b>	LEADERSHIP EDUCATION I Drill SMSgt McGee	AEROSPACE SCIENCE Lt Col Brown	LEADERSHIP EDUCATION III Guide To Financing College SMSgt Wrenn	AEROSPACE SCIENCE Lt Col Brown
<b>WEDNESDAY</b>	AEROSPACE SCIENCE Lt Col Brown /  Uniform Wear Inspection Weekly Open Ranks Every Other Week SMSgt McGee/Flight CC	LEADERSHIP EDUCATION II SMSgt Wrenn /  Uniform Wear Inspection Weekly Open Ranks Every Other Week SMSgt McGee/Flight CC	AEROSPACE SCIENCE Lt Col Brown /  Uniform Wear Inspection Weekly Open Ranks Every Other Week SMSgt McGee/Flight CC	LEADERSHIP EDUCATION IV NEFE SMSgt Wrenn /  Uniform Wear Inspection Weekly Open Ranks Every Other Week SMSgt McGee/Flight CC
<b>THURSDAY</b>	AEROSPACE SCIENCE Lt Col Brown	LEADERSHIP EDUCATION II SMSgt Wrenn	AEROSPACE SCIENCE Lt Col Brown	LEADERSHIP EDUCATION IV NEFE SMSgt Wrenn
<b>FRIDAY</b>	FITNESS, HEALTH AND WELLNESS Drill PT Uniform Wear Inspection SMSgt McGee			

**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.

<b>GRADED STANDARDS</b>	<b>PERCENTAGE OF GRADE</b>
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**

<u>Grade</u>	<u>Percentage Required</u>
A	90 and above
B	80 - 89
C	75 - 79
D	70 - 74
F	69 and below

**UNIFORM DAYS:** Every **WEDNESDAY (DESIGNATED BLUE SERVICE OR SERVICE DRESS UNIFORM COMBINATIONS) & FRIDAY (ISSUED PT UNIFORM)** and on **Special Events** as determined by the Aerospace Science Instructors. Cadets **ARE REQUIRED** to dress in AFJROTC physical training attire on **FRIDAYS**. Key Staff member issued ABUs are required to wear AFJROTC issued ABU uniforms on the **first MONDAY of each month** and on Special Events as determined by the Aerospace Science 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 released (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. Cadets will be referred to an administrator for ISS after the third "zero" grade for failure to wear the prescribed uniform combination as directed. Note: Multiple failures to wear your uniform may also lead to disenrollment from the course.

Failure to turn in uniforms by the end of the course/year will result in an Administrator being notified. **Students will be placed on the "Fines/Holds" list until the uniforms are returned.**

**PRE-LESSON EVALUATION:** Prior to teaching a lesson, a pre-assessment will be conducted to see what each cadet knows about the subject. Results will be compared to Student Learning Objective, quiz, mid-term, and final assessments in order to measure what cadets learned during the school year.

**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 Training (PT)** uniform or appropriate athletic attire to class on **Fridays** unless otherwise directed. There are no makeup days for failing to wear PT uniform/gear on Fridays. **Excused** absences on PT 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 PT uniform and for participation in fitness activity. Cadets will receive a zero for not participating and/or not wearing AFJROTC PT 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 Flag) once every nine weeks. Each cadet will be scheduled for a particular day during year. Cadets and parents can review 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 grade.

Cadets are required to complete two Color Guard details each month or a total of 16 for the school year to be considered for any local or national award in the monthly or annual awards along with other requirements for any local or national award.

**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 next to SMSgt McGee's classroom on the podium. Cadets must provide a letter from the sponsoring organization on official letter head with point of contact name, phone number, e-mail, and statement stating the impact to 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 class room 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 bell rings. Cadets arriving after the bell ringing 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 form what he or she will do to correct the tardiness to class. The Cadet will turn in AF Form 341 to Instructor by the end of class. Cadets will fill out an AF Form 341 each time he or she is late and follow same procedures. Second tardy will result in phone call home to parents. Third tardy will result in AFJROTC detention, area duties, and phone call to parents. Fourth tardy will result in referral to school administrator for school detention. Five or more tardy will result in referral to school administrator for further disciplinary actions against cadet. A tardy more than 5 minutes is considered skipping.

Our AFJROTC program will abide by the Ola High School TARDY TO SCHOOL procedures:

1. Students should arrive to class with a tardy pass.
2. Unexcused tardy to school: #1-3 are documented by front office (School Administrators will call home on # 2&3).
3. Unexcused Tardy #4 : School Detention
4. Unexcused Tardy #5 and beyond : Referral

\*Cadets must provide Instructor the tardy pass from the attendance office to get in class.\*

**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 AFJROTC**. 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 below. \_\_\_\_\_

Each cadet must explain why he or she did not turn in homework. The Cadet’s parents or guardian will sign “You’ve Been Pink-Slipped!” Form” and return to teacher the following school day. After returning You’ve Been Pink-Slipped!” with signature and parent’s phone number, the Cadet will have three days to complete 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 is completed by the Flight Commander, the Element Leaders will collect homework from cadets in respective elements and place in flight folder. Ensure first and last name, flight, date, and course title, is on all assignments turned-in to instructors and at top right corner.

*Absence from Class Procedures.* Cadets who are absence 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 copy of assignment with cadet’s name in folder. **IT IS THE CADET RESPONSIBILITY TO CHECK FOLDER** and retrieve missing assignments and ensuring assignment 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 respective AF Form 341 area when 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 and listing in the “Excellence/Exhibited Discrepancy” area of form. The Cadet will not sign in the Reporting individual blocks. The Cadet will write on back of form what he or she will do to correct the discrepancy. The Cadet will turn in AF Form 341 to the Flight Commander, Instructor, or Cadet pulling 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 term or semester. AF Form 341s will count against flight honor flight points and will be filed in cadet 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](http://leadershipcredit.info/jrotc/Index_JROTC_DL.html).

Cadets are also required to setup an ANGEL account and review weekly to complete assignments as directed by instructors as well as complete any on-line assignments in Infinite Campus or POINT.

**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 should 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 (2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Year Cadet), you should sign up for REMIND by texting **@seniorecdts** to **81010** and emailing **seniorecdts@mail.remind.com**.

Parents are encouraged to sign up for the parent’s REMIND by texting **@seniorcpar** to 81010 and **seniorcpar@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 prohibited for males in uniform/AFJROTC area
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 classroom.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Honor Code, Air Force Core Values, AFJROTC Corps, and AFJROTC 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 Cap 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, is on all assignments turned-in to instructors and at top right corner.
28. Follow all expectations of Cadets outlined in guides, handbooks, regulations, and customs & courtesies.

**KEY DATES TO REMEMBER:**

15 August 2015 CIA-Trip: Hartfield's Flight Simulator  
18 August 2015 Ola High School Pictures  
27 August 2015 Commander's Call & AFJROTC Fall Promotion and Awards Ceremony  
10 October 2015 6th Annual Invitational Drill Meet, Dutchtown HS, Hampton, GA  
23 October 2015 Ola High School Homecoming Parade  
6 November 2015 Veterans Day Ceremony  
6 November 2015 AFJROTC Pictures  
11-13 November 2015 CIA-Trip: Space Camp, Huntsville, AL  
14 November 2015 Red Tail Group 3<sup>rd</sup> Annual Drill Team Invitational  
5 December 2015 Blue Devil Drill Meet, Marietta HS (GA-20021), Marietta, GA  
5 December 2015 Christmas Parade  
15-18 December 2015 Mid-Semester Exams  
TBD February 2016 Georgia High School AFJROTC Drill Team State Championships, location TBD  
5 March 2016 Air Force JROTC "Deep South" Regional Championship, Macon, GA, Macon Centreplex Ballroom  
4-8 April 2016 CIA-Trip: Epcot Center, FL  
21 April 2016 Spring Awards Ceremony  
23 April 2016 Ola High School Prom  
30 April 30 – 2 Ma 2016 National High School Drill Team Championship, Daytona Beach, FL  
2-13 May 2016 AP Exams  
16-19 May 2016 Senior Exams  
20 May 2016 Honors Ceremony (Undergraduate)  
22 May 2016 Baccalaureate  
22 May 2016 Seniors Honors  
24-27 May 2016 Underclassmen Honors  
27 May 2016 Graduation & Graduation Ceremony Day Detail  
**Note: Changes to this document will be briefed and provided to cadets during class sessions as necessary.**