

**Course Syllabus  
For  
Air Force Junior Reserve Officer Training Corps  
(AFJROTC)  
TN-932  
Karns High School  
Knoxville TN**

*This syllabus contains the requirements, policies and procedures for AFJROTC at Karns High School. It provides the “road map” for success in our program and is required reading for all cadet and their parents or guardians. **Cadets will have their personal copy of the syllabus available in class at all times.***

Your signature below indicates you have read and understand the statement printed in italics above.

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Printed Name of Cadet

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Cadet

**INTRODUCTION**

**COURSE:** AFJROTC is an *elective* credit presented in *eight* semester modules – *one* credit awarded/semester.

\*Required texts, course descriptions, and course objectives are in the addendums attached to this syllabus.\*

**INSTRUCTORS:** Lt Col O’Donnell and MSgt DuBrule / Byington-Solway CTE, Rm 2003, Ext 51015.

***Our Mission:*** “Develop citizens of character dedicated to serving their nation and community.” AFJROTC prepares young men and women for success in today’s fast-paced, interconnected, global society. Cadets adhere to the highest standards of honor, integrity, self-discipline, responsibility and accountability. We embrace the *Air Force (AF) Core Values: Integrity First, Service before Self and Excellence in all We do.*

***Our Objectives:*** Develop character, instill self-discipline, emphasize citizenship, promote community service, produce responsibility, demand accountability, amplify attention to detail, provide a broad-based knowledge of air and space power, and cultivate the skills necessary for success in college and beyond.

***Our Curriculum:*** Aerospace Science (AS), Leadership Education (LE) and Physical Training (PT) Course offerings cover a broad spectrum of topics including: global and cultural studies, the science of flight, space exploration, management, aviation history, military customs and traditions, communication skills, life skills, wellness, and military drill and ceremonies. In addition, we use audio and visual materials approved by HQ AFJROTC supplemented by various websites including the National Museum of the United States Air Force, the Smithsonian Institution, the Library of Congress, and numerous colleges and universities across the Nation. Any information or reference to *Religion* in our curriculum is purely educational in nature.

***Benefits:*** Leadership experience for job applications, resumes and interviews; college elective credit; access to college ROTC scholarships; college ROTC course credit; early promotion and pay grade advancement upon graduation from military basic training.

**THERE IS NO MILITARY SERVICE OBLIGATION FOR ENROLLMENT IN AFJROTC!**

## REQUIREMENTS

### Cadets must be:

- Full time students in good standing
- US citizens or aliens applying for permanent residence
- 14 years old
- Of good moral character
- Able to participate in AFJROTC training activities

### Fees

- (\$15) Fifteen Dollar ROTC Fee for activities and materials not covered by Air Force Funds.
- (\$35) Thirty-Five Dollar Uniform Cleaning Fee
  - Required for all uniforms not properly washed/dry-cleaned at turn in

### NOTES:

- All dark blue polyester-wool blend uniform items (including flight cap, tie, tie-tab, and windbreaker) must be professionally dry-cleaned prior to turn-in.*
  - A dry-cleaning receipt, dated within the last seven (7) calendar days, must accompany these items.*
- The light blue Air Force (AF) shirt/Physical Training (PT) gear must be washed prior to turn-in.*
  - Blue AF shirt collars/armpits that are dirty or stained, will be charged \$25 for replacement!*
- Cadets are responsible for all issued uniform items – returned, lost, damaged, or misplaced.*
- Only the SASI or ASI can accept returned uniform items. There will be no exceptions!*

### Medical Release, Physical Fitness Questionnaire/Permission Slip, AFJROTC Release to Publish

- Cadets must have a medical release form on file with AFJROTC.
  - Form is available from your instructor or student affairs and requires a notarized signature.
  - **Mandatory requirement for field trips (No form on file = NO field trip)**
- Cadets must have a Physical Fitness Questionnaire/Permission Slip on file with AFJROTC.
  - Form is available from your instructor and must be signed by a parent or guardian.
  - **Mandatory requirement for physical training (No form on file = a ZERO for PT Day)**
- Cadets must have an AFJROTC Release to Publish on file AFJROTC.
  - Form is available from the instructor and must be signed by a parent or guardian.
  - **Mandatory requirement (No form on file = NO inclusion in any type of AFJROTC media)**

### Equipment and Materials

#### Shoe Shine Kit

- Cadets will create a shoe shine kit consisting of the following items:
  - One can of black Kiwi shoe polish
  - One old, clean, T-shirt
  - One new or used toothbrush
  - A small container to hold/carry these items

**NOTE: Do not use liquid shoe polish, floor wax, or lacquer on uniform shoes. It dries out the leather, ruins the shoe, and you'll be charged for replacement!**

## Class Supplies

- Cadets **will** have/display (See Attachment 1) the following items in class **every** day:
  - One, three-ring, 1 ½ inch binder
  - One black or blue ball point pen
  - Three-ring notebook paper with college or wide rule (**NO spiral notebooks**)
  - One, wooden, #2 lead pencil (**NO mechanical pencils of any kind**)
  - One, white gum art eraser (optional but, highly recommended)
  - One pocket folder for class work and handouts
  - All issued textbooks, workbooks and handouts
  - AFJROTC Class Syllabus

**NOTE: Having your class supplies available and properly displayed on a daily basis is integral to awarding class participation points (See “EXTRA CREDIT” pg. 7). AFJROTC will not provide required classroom materials (paper, pencil, pen, etc). Failure to have proper classroom materials will result in a permanent grade of ZERO for that day’s activities.**

## UNIFORMS – AIR FORCE BLUE, ALTERNATE & PHYSICAL TRAINING

### NOTES:

- *Cadets* are responsible for proper care and washing/dry cleaning of all issued uniform items.
- Shirts **will** be washed and ironed **weekly**.
- Dark blue wool/polyester blend uniform items **will** be dry cleaned **once each month**. (*The commercial product, DRYEL, may be used in lieu of monthly professional dry cleaning – HOWEVER, all uniform items must be professionally dry cleaned prior to turn-in.*)
- Cadets **will** wash their PT uniform on a **weekly** basis.
- We inspect Air Force and Physical Training Uniforms on a weekly basis.
- All initial uniform items *issued free of charge*.
- The cadet must replace lost, damaged, or misplaced uniform items at cost.
- Total cost of all issued uniform items is approximately \$500.

**\*Uniform items are U.S. Government property and must be returned when you depart the program. Passing off a dirty uniform covered by a dry cleaning garment bag at turn-in, is a violation of the Cadet Honor Code.**

### AIR FORCE (AF) BLUE UNIFORM

- **Federal Law** requires cadets to wear the AF blue uniform a minimum of one day each week.
- You wear the AF blue uniform **the entire school day** on the designated Uniform Lab Day (ULD).
- Exceptions granted **only** with **prior** instructor approval (**NO** instructor approval = **ZERO** for ULD)
- **ULD** occurs every **Thursday** unless otherwise notified.

#### Your issued AF blue uniform consists of

- Dark blue wool/polyester blend Flight Cap
- Light blue cotton/polyester blend Short Sleeve Shirt
- Dark blue wool/polyester blend Tie/Tie Tab
- Dark blue wool/polyester blend Slacks/Trousers
- Blue web Belt with chrome-finish Buckle
- Dark blue wool/polyester blend AF Service Coat
- One pair, plain Black polyester/nylon/spandex blend Socks
- One pair, Black leather Dress Oxfords (Shoes)

#### Wash/Dry Clean Instructions

- (Dry Clean Only/DO NOT IRON)
- (Machine Wash & Iron *weekly*)
- (Dry Clean Only/DO NOT IRON)
- (Dry Clean Only/DO NOT IRON)
- (Dry Clean Only/DO NOT IRON)
- (Machine Wash)
- Polished weekly to a high gloss*

- **The standard uniform combination for ULD is:**

--Flight Cap, solid white “V-neck” T-shirt, Short Sleeve Shirt with open collar, Slacks/Trousers, AF Belt with Buckle, Black Socks, and Black Dress Oxfords (Windbreaker optional)

- **The first ULD of each month,** cadets **will** wear the blue AF Service Dress uniform consisting of:

--Flight Cap, solid white “V-neck” T-shirt, Short Sleeve Shirt with Tie/Tie Tab, Slacks/Trousers, AF Belt with Buckle, blue AF Service Coat, Black Socks, and Black Dress Oxfords

**ALTERNATE UNIFORM**

- The Alternate uniform is **only** worn by direction of/or with permission from your AFJROTC instructor.

- The Alternate uniform consists of:

- The AF PT T-shirt, Karns AFJROTC PT T-shirt, or optional blue AFJROTC polo shirt
  - Karns PT T-shirts (\$10) and Polo Shirts (\$20) are available for purchase from the unit.
- Blue Jeans (standard cuts only – **NO** “hip-huggers”, “sagging”, etc.)
  - Jeans **cannot** be frayed, have holes, be decorated, flared, tie-dyed or faded
- The AF Belt/Buckle (or solid, unadorned, black belt *by direction of your AFJROTC instructor*)
- One pair of **plain, white, over the ankle** Athletic Socks (**NO** “footies”)
- One pair of Tennis/Running Shoes (conventionally laced/tied with appropriate colored laces)

**NOTE:** Cadets **will** provide Blue Jeans, Socks, Black Belt, and Tennis/Running Shoes.

***\*You may wear the AFJROTC Windbreaker with the Alternate uniform.\****

**PHYSICAL TRAINING (PT) UNIFORM**

- You wear the PT uniform once each week, during class, on scheduled PT days.

-- **PT Day** occurs every **Monday** unless otherwise notified.

- The standard AF issued PT uniform consists of:

- One AF PT T-shirt
- One pair of AF PT Shorts

- Cadets **will** provide the following items for their PT uniform:

- One pair **plain, white, over the ankle** Athletic Socks (**NO** “footies”)
- One pair of Tennis/Running Shoes (conventionally laced/tied with appropriate colored laces)

**NOTE:** Once a cadet signs for their uniform, it’s their responsibility to care for, maintain, and keep track of all uniform items. Cadets will be charged for lost, damaged, or misplaced items.

**GROOMING STANDARDS** (According to Air Force Instruction (AFI) 36-2903)

- Cadets **will** meet all AF grooming standards while wearing the AF blue, Alternate or PT uniform.

- Male cadets **will** have
  - Haircuts (**NO** faddish styles/color, <1.25 inches bulk, hair off ears/collar, clean neck)
  - Shaves (No beards, moustache trimmed to corners of mouth, sideburns proper L/W)
  - **NO** piercings (tongue, brow, ear, etc. **NO** flesh-tone/clear “plugs,” **NO** gauges)
  - **NO** visible tattoos

- Female cadets ***will*** have
  - Hair styled (**No** faddish cuts/color/ornaments, not below collar, headgear fits properly)
  - **No** piercings (tongue, brow, ear, etc. **No** flesh-tone/clear “plugs,” **No** gauges) *except*
    - One small silver, gold, pearl, or diamond stud in the bottom of each ear lobe
  - **No** visible tattoos
  - Nail polish, eye shadow, hair ties, etc., presenting proper military appearance.
- Watches, rings and single bracelets ***will not*** detract from a proper military appearance.
  - Rings – Maximum of three, **No** thumb rings, proper military appearance
  - Bracelets – Single (gold/silver, <.5 in width), POW/MIA, Medic Alert

**NOTE: Failure to meet grooming standards, while in uniform, will result in an inspection grade of ZERO.**

## **CURRICULUM**

### **Aerospace Science (AS)**

**AS-100: Milestones in Aviation History, 2nd Ed.** – Covers the development/technological advances of flight through history, civil and military contributions to aviation, and evolution of the Air Force.

**AS-200: The Science of Flight: A Gateway to New Horizons** – Covers Meteorology, Flight Physiology, the Forces of Flight, Aircraft Engines, Air Navigation, and Rocketry.

**AS-220: Cultural Studies: An Introduction to Global Awareness** – Examines the factors, events, interactions, and significant figures that have shaped the various regions of the world. Any information or reference to *Religion* in our curriculum is purely educational in nature.

**AS-300: Exploring Space: The High Frontier** – Studies the solar system, Space Flight, Space Vehicles, Space Physiology, Orbital Mechanics, Mission Operations and Satellites.

**AS-400: Management of the Cadet Corps** – Provides upper class cadets an opportunity to apply the theories and methods learned in previous leadership courses.

**AS-410: Survival: Survive & Return** – Provides training in the skills, knowledge, and attitudes necessary to survive in any environment.

**AS-500: Aviation Honors Ground School** - Course of study to prepare upper class cadets (juniors and seniors) for the Federal Aviation Administration (FAA) Private Pilot Written Exam – Headquarters, AFJROTC, and Karns High School, must specifically approve this course offering.

### **Leadership Education (LE)**

**LE-100: Citizenship, Character & Air Force Tradition** – Covers military customs, courtesies and traditions, history and wear of the uniform, health and wellness, individual self-control and citizenship.

**NOTE:** Unit One begins each semester module.

**LE-200: Communication, Awareness, and Leadership** – Emphasizes communication skills, effective writing, effective speaking, individual and group behaviors and basic leadership concepts.

**LE-300: Life Skills and Career Opportunities** – Provides assistance in choosing a career path, conducting a job search, writing a resume, creating a financial plan and exploring career opportunities.

**LE-400: Principles of Management** – Studies management techniques, decisions, functions including management of self and others.

**Drill & Ceremonies** - Develops teamwork, self-discipline, and leadership skills.

**NOTE: We conduct Drill & Ceremonies throughout the year to foster teamwork, pride and esprit de corps. The AS and LE curriculum is enhanced by field trips, guest speakers, and hands-on activities.**

**Wellness (Physical Training (PT))**

- Emphasizes a personal commitment to improved physical fitness
- Consists of warm-up stretches, various exercises, running, and competitive sports.
- Participation is mandatory – *Note from Doctor, Parent/Guardian required for excusal.*
- Cadets **will** always dress out for PT uniform inspection *regardless* of medical status.

**GRADING** (*We make every effort to post grades on a daily basis.*)

We determine your final grade using a weighted percentage of Aerospace Science (AS), Leadership Education (LE), Physical Training (PT), and your End of Course (Final) exam.

**Grading Scale**

93 – 100 = **A**                      92 – 85 = **B**                      84 – 75 = **C**                      74 – 70 = **D**                      <70 = **F**

**Weighted Grade Values: 35% ULD              30% Academics              20% PT              15% Final Exam**

**GRADING POLICIES**

- Academic assignments (accomplished in class to the max extent possible)
  - Late assignments receive a grade of **ZERO.**
- Cadets absent on assignment due dates **must** turn-in their assignments the day they return to school.
  - Late assignments receive a grade of **ZERO.**

**NOTE:** We handle absences on *assignment day* in accordance with Knox County Schools Policy.

- Cadets absent on ULD **will** make up their ULD **prior** to the next scheduled ULD.
  - Failure to make-up their ULD, **within** the following week, results in a **permanent** grade of **ZERO.**
- Cadets who are **present** and **not in uniform** on ULD (unless authorized):
  - **Will** make up their ULD **prior** to the next scheduled ULD – *Maximum possible score: 70*
  - Failure to make-up their ULD, **within** the following week, results in a **permanent** grade of **ZERO.**
- Cadets absent on PT Day **will** make up PT after school – **prior** to the next scheduled PT day.
  - Failure to make-up PT, **within** the following week, results in a **permanent** grade of **ZERO.**
- Cadets **present** on PT day who are **not in uniform, and do not participate,** will receive a **ZERO.**

**\*\* Federal Law requires wear of the blue (AF) uniform a minimum of one day each week. Individuals refusing to wear the blue AF uniform and/or meet AF grooming standards will fail AFJROTC and be permanently removed from the program.\*\* (Per KCS/HQAFJROTC Memorandum of Agreement)**

## **EXTRA CREDIT**

The **only** way to obtain Extra Credit is being prepared for class, i.e., in required uniform, with required class materials properly displayed (See page 3 & Attachment 1), with assignments completed/turned in on time.

- *We add Five (5) points to your final exam score for each grading period you achieve a 95% prep score. Example: Grading period = 23 days / 23 x .95 = 21.85 or 22 prep days required for Five (5) points. **Maximum of fifteen (15) points available.***

## **CLASSROOM POLICIES**

- **NO OUTSIDE DRINKS, GUM OR FOOD PERMITTED IN THE CLASSROOM.**
  - Drinks are permitted **only** with instructor approval.
  - Spill clean-up is **YOUR** responsibility with outcome inspected by your instructor.
  - Beverages only available during **your** scheduled AFJROTC class period or between classes.
  - There is **NO** beverage service during lunch. **(That's any time during third period!)**
- **NO RELEASE FROM CLASS AFTER THE TARDY BELL RINGS.**
  - Restroom use is limited to valid medical reasons authorized, in writing, by the administration.
  - You **will not** be released to obtain missing class materials, uniforms, etc.
- **NO SITTING, STANDING, OR LAYING ON CLASSROOM FURNITURE OR CABINETS.**
  - Violators will receive a **ZERO** for the day and report after school to clean the classroom.
- **NO BACKPACKS, BOOK BAGS, ATHLETIC BAGS, SHOES, ETC ALLOWED ON TABLES.**
  - Book Bags, Coats, Hats, etc., handled in accordance with Karns High School Policy
  - Place backpacks along the West wall of the classroom – **DO NOT** block the walkway.
- **COME PREPARED FOR CLASS.**
  - We **will not** supply pencils, pens, paper, uniform items, etc., for test or classroom use!
- **RAISE YOUR HAND, AND WAIT TO BE CALLED ON.**
  - NO** spontaneous outbursts
- **REMAIN SEATED AT ALL TIMES.**
  - Raise your hand and obtain instructor permission to leave your seat.
- **THE AFJROTC CLASSROOM IS OFF-LIMITS.**
  - Prior to 0815, during lunch and after school unless involved in a cadet activity.
- **PUBLIC DISPLAY OF AFFECTION (PDA) IS PROHIBITED!**
  - This includes, but is not limited to, holding hands, “pop” kisses, sitting in laps, etc.
- **POSSESSION/USE OF ELECTRONIC DEVICES (OF ANY KIND) IS PROHIBITED!**
  - All** devices will be turned off **completely** and placed in the container provided or your backpack
  - “See it, Hear it, Take it!” applies.

- **THE INSTRUCTOR’S DESK/OFFICE, AND AREAS SURROUNDING THEM, ARE OFF-LIMITS.**
  - These areas constitute a “No Lone Zone” – Instructor permission required for entry.
  - Entry requests ***must*** follow proper reporting procedures.
- **STUDENT HANDBOOK POLICIES AND PROCEDURES APPLY AT ALL TIMES.**
  - We will write up violators and send them to the office.

## **EXTRA-CURRICULAR ACTIVITIES POLICY**

### **Missing an Academic Class/Day, Remaining Overnight or Travel Out of State:**

- Cadets must:
  - Maintain a **“C” average, 75%**, or better, in AFJROTC and ***all*** classes at Karns High School
  - Be free of ***any*** disciplinary actions within the previous 90 calendar school days

### **All Other Activities**

- Cadets must:
  - Maintain a **“D” average, 70%**, or better, in AFJROTC
  - Be free of ***any*** disciplinary actions within the previous 90 calendar school days

## **CLASSROOM PROCEDURES**

**HINT: Always take notes.** Anything covered in class is testable material. Your instructor ***might*** allow use of notes on quizzes, but ***not*** on the final exam. All classroom materials such as maps, textbooks, etc., are available for use unless specifically prohibited by your instructor.

### *-Upon arrival:*

- Layout class materials, place your book bag on the West wall, turn off electronic devices and place them in your book bag or the basket. Then Fall-In at Parade Rest.

**\*\*Cadets *will* be counted tardy unless they are in formation, at Parade Rest when the tardy bell rings.**

**\*\*If you are late to class, you *must* possess a valid note from the school staff member or a tardy slip.**

### *-Following the tardy bell:*

- The class will be called to “Attention.”
- Cadets will recite the Pledge of Allegiance, Cadet Honor Code, and Air Force Core Values.
- The flight commander, flight sergeant, or designated representative, will direct “Parade Rest.”
  - The flight commander, flight sergeant, or designated representative, will conduct roll call.
  - Cadets will come to attention and state “Sir, present Sir” or “Ma’am, present Ma’am,” as appropriate, when their name is called, and then return to Parade Rest.
- The flight commander, flight sergeant, or designated representative, will call the flight to “Attention”, report roll call results to the instructor, and await instructions.
  - Cadets will receive the day’s objective(s) and listen to announcements prior to the start of class.
  - When instructed, “At Ease, take your seats,” cadets will sit and prepare for the day’s lesson.

### *-For dismissal, cadets will, when directed:*

- When the bell for dismissal rings, cadets will:
  - Rise, push their chairs in, and assume In-line Flight Formation at Attention.
  - Listen for class or school announcements.



-Following announcements:

- Cadets will be called to “Attention” and then “Dismissed.”
- Upon dismissal, cadets will state loudly, “TN 932’s the best Sir (or Ma’am),” as appropriate.
- Pick up cell phones, and other electronic devices, as you leave the classroom.

These are the current requirements, academic offerings, policies, and procedures for the current school year. We post an electronic copy of this syllabus on the Karns High School website. Parents/Guardians are welcome to join us anytime and encouraged to participate in AFJROTC activities through our registered School Support Organization –*Patrons of TN-932*. Follow us on: [www.TN932.org](http://www.TN932.org) or Facebook: thepatronsofTN932.

**Your signature below indicates that you have read this entire syllabus and understand all requirements/policies/procedures associated with the AFJROTC program at Karns High School. Further, it signifies your agreement with/understanding of the following “non-negotiable” requirements for participation in AFJROTC.**

1. I authorize issue of all required uniform items to my cadet to participate in AFJROTC. We are fully responsible for washing/dry cleaning/repair of all issued uniform items and replacement (at cost) for any items lost, stolen, or damaged. Further, these items will be returned in good condition, properly washed/dry cleaned/repared, and ready for return to inventory upon request/disenrollment/removal from the program.

- Physical Training (PT) gear will be washed weekly.
- The blue Air Force short sleeve shirt will be washed and ironed weekly.
- All dark blue wool/polyester blend uniform items will be dry cleaned once each month.

2. I understand that Air Force grooming standards are an integral part of the AFJROTC program. Failure to maintain proper grooming standards will result in a grade of ZERO on Uniform Lab Day - repeat offenses may result in removal from the program.

3. I understand wear of the Air Force blue uniform is a Federal requirement. If my cadet fails to properly wear the blue uniform on three designated Uniform Lab Days, they will be removed from the program.

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Printed Name of Parent or Guardian

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Printed Name of Cadet

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Signature of Parent or Guardian

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Signature of Cadet

Attachments:

1. Classroom Materials Placement Illustration
2. Points to Ponder
3. Course Syllabus Addendum Fall
4. Course Syllabus Addendum Spring

## POINTS TO PONDER

**\*\$15 ROTC Fee: One-time payment for the school year**

### Assignment Format:

1. Your last name, flight, and date will be placed in the top right hand corner of the page.
2. Each vocabulary word will be numbered and placed on a separate line.
3. Questions will be numbered and separated by at least one line between questions.

### Class Preparation:

1. Always take notes. Anything covered in class is testable material.
2. If you don't have proper classroom materials, homework, etc. your grade is **ZERO** for that assignment/test.
3. Remember, we **will not** provide classroom materials.

### Uniforms:

1. Your PT's will be washed weekly.
2. Your blue Air Force short sleeve shirt will be washed and ironed weekly.
3. All dark blue wool/polyester blend uniform items will be dry cleaned once each month.
4. Use of "**Dryel**" is a suitable substitute for monthly dry cleaning of wool/polyester blend uniform items.
5. All dark blue wool/polyester blend items, including flight cap, tie/tie tab, and windbreaker will be professionally dry cleaned prior to turn-in at the end of the semester. Don't forget your dry cleaning receipt.
6. You may wear a white crew neck t-shirt with your short sleeve blue shirt with your tie/tie tab.
7. Passing off a dirty uniform as dry cleaned at turn-in is a violation of the Cadet Honor Code.
8. Cadets may change into their uniforms at school on ULD. We won't write tardy notes for uniform changes.
9. Cadets may change out of uniform with SASI/ASI permission for PT or any classroom activity that has potential to damage the uniform. Cadets must return to uniform following that class. However, this does not apply to 5<sup>th</sup> period. Your teachers work with us for uniform changes. Do not abuse this privilege!
10. If you bring your uniform to school, make sure you have hangars, garment bag, etc. if you plan to change out of uniform. **Do not** wad up your uniform and stick it in your backpack.
11. Remember on Uniform Lab Days, you wear the uniform for the **entire** school day. If you wore your uniform to school, you must remain in uniform until you get home. No "shedding" on the way to the bus.
12. Any time you are outside the building, you will wear your flight cap.

### Grading Policies:

1. Remember, you can make up a PT or a Uniform Lab Day within **one week** for a max score of 70%. Failure to accomplish the makeup within the specified time, results in a permanent grade of zero.
2. Failure to meet grooming standards on Uniform Lab Day results in a grade of zero for the inspection.

### Flight Commanders / Flight Sergeants:

1. When taking role, if a cadet is present, place a slash in the appropriate block. From the upper right corner to the lower left corner. If a cadet is absent, place an A in the appropriate block. If a cadet is present and prepared for class (i.e., all items present and displayed per the Classroom Materials Placement Diagram), place an X in the appropriate block. If a cadet is tardy, place a T in the appropriate block.



**PRESENT**



**ABSENT**



**PRESENT/  
PREPARED**



**TARDY**