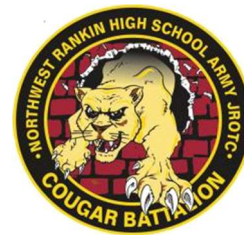




**DEPARTMENT OF THE ARMY**  
U.S. ARMY CADET COMMAND, SIXTH ROTC BRIGADE  
NORTHWEST RANKIN HIGH SCHOOL  
5875 HIGHWAY 25  
FLOWOOD, MISSISSIPPI 39232



**MEMORANDUM FOR:** Students and Parents/Guardians of Students Enrolled in Army JROTC (Junior Reserve Officers' Corps) at Northwest Rankin High School

**SUBJECT:** JROTC Information Paper for Cadets and Their Parents/Guardians, School Year 2022-2023

**1. INSTRUCTORS:** Lieutenant Colonel (Ret) Ellis Riser – Senior Army Instructor (SAI) and Chief Warrant Officer Four (Ret) Robin Crawford – Army Instructor (AI).

**2. COURSE OVERVIEW:**

A. JROTC is designed to teach high school students the value of leadership, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. The program promotes graduation from high school, while providing instruction and rewarding opportunities that benefit the student, community, and nation. The primary mission of JROTC is "To motivate young people to be better citizens."

B. JROTC is more than a physical education credit. It is a cooperative effort on the part of the Army and the school to provide students opportunities for total development. JROTC can lead to advanced placement credit in college ROTC or to advanced rank in the armed forces upon enlistment. Nonetheless, JROTC is not an officer-producing program nor is one of its goals to place students in the military. In fact, LTC Riser and CW4 Crawford do not push students to join the military. We are NOT recruiters.

**3. INSTRUCTIONAL APPROACH:** JROTC is taught through a combination of lecture, group discussions, practical exercises, demonstrations, hands-on/performance-oriented training, and drill. Cadets are graded on effort and attitude, rather than actual performance on physical activities such as Cadet Challenge (physical fitness) and drill. Mondays and Tuesdays are usually classroom instructional days. Wednesdays are uniform days. Thursdays and Fridays are reserved for drill and/or physical fitness.

**4. CONCLUSION:** We are pleased to have your son/daughter as part of our program and look forward to a fun and challenging school year. They have volunteered for the level of discipline that this program requires, and we pledge to treat them with the respect they deserve. As your child progresses through this program, it is our hope that you will see the development of a better son/daughter, brother/sister, student and citizen. We look forward to meeting you, and are available to discuss any questions, concerns, or suggestions you may have. Feel free to contact us at (601) 992-8770, or email us at [rcsd-jrotc251234@rcsd.ms](mailto:rcsd-jrotc251234@rcsd.ms).

Ellis H. Riser  
Lieutenant Colonel, U.S. Army (Retired)  
Senior Army Instructor

## GENERAL INFORMATION

JROTC BACK TO SCHOOL NIGHT. **On Thursday, August 11, 2022, we plan to have our annual JROTC Back to School Night** in the JROTC Area at the TOMS Building (See map for location/parking). Doors will open at 6:00pm and program will begin at 6:30pm. We hope this event will provide you with more information about the program, the extra-curricular activities, and requirements. It will be an excellent opportunity for parents to meet the instructors. In addition, cadets can earn a ribbon for having their parents attend. We normally target these for new cadets but since we haven't had one for several years due to COVID, all are welcome.

### PAPERWORK DUE:

- Privacy Act Statement is due by August 26<sup>th</sup>. Example of this form is included on the following page.
- RCSD Drug Testing Program Form. This form is required to be on file for any cadet who is practicing any JROTC events after school. This will be primarily for new cadets. This form is also due by August 26th

EXTRA-CURRICULAR ACTIVITIES: NW Rankin JROTC teams offer something for everyone. These include Drill, Physical Fitness, Orienteering, Academic and Leadership. More detailed information is forthcoming on the practices, but generally, Drill meets on Monday and Wednesdays from 3:30pm to 5:00pm, and Raiders meet the same times on Tuesday and Thursday.

COMMUNITY/SCHOOL SERVICE: School and Community Service has always been a major component of JROTC and this will continue this year. We have a strong belief that part of being a good citizen is giving back to your community. There will be multiple opportunities for cadets to support the school and local community. This year we are continuing our Community Service Program we started a few years ago where cadets can earn points for doing various community service events. These points can earn a ribbon and even a uniform pass. Cadets will be briefed on this program in the first few days of school

DISSEMINATION OF INFORMATION: During the school year, we email a Plan-of-the-Week each weekend, and other information/updates when necessary. This is why it is important to make sure your information is updated in CHARMS (see information on CHARMS later in this document). In addition to email, your cadet needs to (parents you can too) subscribe to Remind 101, a text or email-based notification system. To subscribe to text message notifications, simply text @nwrjrotc1 (for CW4 Crawford's cadets) and @nwrjrotc2 (for LTC Riser's cadets) to 81010. We also have an Instagram Account @nwrjrotc, a Facebook Page at [www.facebook.com/nwrhsjrotc](https://www.facebook.com/nwrhsjrotc) and Twitter Account @nwrjrotc.

# EXAMPLE

NORTHWEST RANKIN HS  
5875 HIGHWAY 25  
FLOWOOD, MS 39232

Name:	DOE, JANE		Date Entered JROTC:	2019.08.07
Let Level:	3	Period:	5	School Grade: 11

## TITLE OF FORM: PRIVACY ACT STATEMENT

PRESCRIBING DIRECTIVE: AR 145-2

AUTHORITY: Title 10 USC 2031

PRIMARY PURPOSE: To maintain a record of leadership training progress and extracurricular activities of a Junior ROTC cadet.

### ROUTINE USES:

Used to comply with U.S. Army requirements to provide a chronological record of the cadet's progress in Junior ROTC. Information is used to prepare the following: school transcripts, promotion/reduction orders, awards and decorations. It is also used as a record of positions held, extracurricular activities, parental permission, and physical condition.

Information is used as the basis for preparing Cadet Command Form 134-R (Certificate of Training).

### MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

Disclosure of some information is voluntary, other is mandatory; failure to provide mandatory information would result in disenrollment from the program.

A COPY OF THIS PRIVACY ACT STATEMENT WILL BE MADE AVAILABLE UPON REQUEST.

I have read this Privacy Act Statement. I further agree to accept responsibility for safeguarding, maintaining, and accounting for any government property issued to me. If applicable to this unit, I have also been briefed and understand my responsibilities when in possession of Marksmanship Program equipment.

(Signature of parent or guardian also required if cadet is under the age of 18.)

## HEALTH STATEMENT

**MY (OUR) SON/DAUGHTER:** JANE DOE has no medical condition or impairment (except as noted below) that would preclude his/her full participation in the Army Junior Reserve Officers' Training Corps, and has my (our) permission to participate in any and all JROTC sponsored classes, training, and activities.

**LIMITATIONS:** (Examples to put here are, Asthma, Heart Condition, Allergies, etc)

<b>JANE DOE</b>	<b>Cadet Signs Here</b>	
_____ CADET(Print Name)	_____ SIGNATURE	_____ DATE
<b>Parent Print Name Here</b>	<b>Parent Signs Here</b>	
_____ PARENT/GUARDIAN (Print Name)	_____ SIGNATURE	_____ DATE



## EXPECTATIONS, GRADES AND CONSEQUENCES

### EXPECTATIONS:

- Wear uniform correctly ALL day on uniform days.
- Have proper clothing/shoes and willingness to participate in drill & fitness activities.
- Conduct themselves in accordance with the Cadet Creed and the 7 Army Values.
- Be in compliance with school rules to include dress code.
- Show respect for everyone, but especially ALL adults in the school.

Bottom Line: We expect cadets to LOOK (hair, shaving, dress) and ACT like a cadet from the 1<sup>st</sup> Day to the Last Day of School, not just while they are in JROTC or in Uniform.

SCHOOL WIDE PERFORMANCE: As stated above, we expect cadets to look and act like a cadet throughout the school year, both inside and outside of JROTC. This also includes their academic performance in other classes. To reinforce these requirements, cadets may not be allowed to attend some extra-curricular events if they are failing classes or have missed too many days of school.

### PHYSICAL FITNESS:

- While there is not a physical fitness standard to join JROTC, there is a requirement to participate weekly in physical fitness. This will involve stretching, strength exercises and running/brisk walking. Brisk walking is NOT strolling like you are at the mall. If a cadet is unable or unwilling to participate fully, then JROTC is not the right class for them.
- Cadets must bring proper clothing and footwear on Physical Fitness days. This includes athletic shoes, shorts/sweats, and appropriate shirt. Length of shorts must meet the school dress code standards (mid-thigh). Jeans, boots, sandals, crocs, or flipflops are not appropriate clothing/footwear.
- We understand there are times where a cadet is sick or injured and does not need to participate; however, this should be the exception, not the rule. We give a separate formative grade each week on their PT/Drill participation, which includes having the proper clothing.

### GRADING:

Uniform Wear (Summative) – 60%

Civilian Uniform/Tests/Essays/Presentations & Participation (Formative) – 40%

### RESTRICTION FROM ENROLLMENT FOLLOWING YEAR:

- While we know that JROTC is an important course at Northwest Rankin, we also realize its effect on graduation is minimal. In order to emphasize the importance of passing core subjects (Math, Science, English & History), if any cadet fails two (2) or more core subjects, they will not be allowed to enroll in JROTC the following year.
- Cadets who fail to maintain a B or higher average in JROTC for the school year, WILL NOT be allowed to enroll in JROTC next year. If a cadet wears the uniform when required, has proper grooming, and participates when required, this will not be an issue.

- First year cadets who do not achieve the rank of Private First Class (PFC) will not be allowed to take JROTC the next year. Second year cadets who do not achieve the rank of Corporal (CPL) will not be allowed to take JROTC the next year. These are not difficult tasks, and an inordinate amount of class time is devoted to help these cadets achieve these minimal ranks and even higher.
- In School Suspension (ISS) and Out of School Suspension (OSS). For JROTC tracking purposes, once a cadet is assigned four periods of ISS, that will constitute one day of OSS. Once a cadet has missed 6 days of school due to school discipline, they will not be allowed to enroll in JROTC the following year.
- Cadets who regularly display undesirable character traits such as bullying, cheating, stealing, lying, substance abuse, repeated use of profanity, or any actions that discredit the school, community or JROTC program will not be allowed to return.

CONCLUSION: CW4 Crawford and I want to assure you that we are dedicated to providing the best program possible for the cadets who **WANT** to be in the program. Wanting to be in the program means your cadet **WANTS** to wear the uniform when required, **WANTS** to have proper haircut/hair style, **WANTS** to participate in both drill and physical fitness, **WANTS** to show up for class and be on time, and, last but not least, **WANTS** to show respect for themselves, others, the JROTC Program and the school. Others include fellow students, cadet leadership, and all adults in/outside the school. Repeated failure to adhere to the standards could result in removal from the program.

## UNIFORM WEAR

UNIFORM WEAR AND APPEARANCE: Each cadet will be issued a clean uniform complete with everything they need to wear with it. These are issued at no cost to the cadet. It is the cadet's responsibility to keep up with it, wear it correctly, and keep it clean. Uniforms should be issued in the first few weeks. Some basic requirements for appearance and uniform wear are:

- Cadets are required to have an easily maintained haircut that is within JROTC standards. If a cadet cannot, or does not want to meet this standard, they need to contact the counseling department to have their schedule changed taking them out of JROTC.
  - Males: Hair will be natural color, not touching the ears, collar, or extending below the eyebrows. The wear of braids, cornrows, dreadlocks, unkempt, twisted, matted, shaved individual parts of hair (i.e. designs, mohawks) or anything considered a “fad” hair style is not authorized. The hair style must allow for the proper wear of the military beret. Face will be clean-shaven except for permitted mustaches. Sideburns will not extend below the center of the ear canal.
  - Females: Hairstyles will be of natural color at all times, and while in uniform, will not interfere with proper wearing of the military headgear and will not fall over the eyebrows or extend below the bottom edge of the collar. Understand the popularity of weaves and extensions; however, if they cannot properly wear the beret then that hair style is not allowed. Haircuts will not be faddish in nature, and barrettes and other fixtures used to “pin up” hair should be subdued and closely match the cadet's hair color.
  - NOTE: We know the Army has relaxed some of their hair requirements for females; however, JROTC has not adopted these changes yet.
- Earrings and studs WILL NOT be worn by male cadets at any time while in uniform OR WHILE participating in JROTC activities (i.e. class, practices, events). Female cadets may wear ONE SET of stud earrings (1/4 inch or smaller) in the EAR LOBE while in uniform. Visible piercings on body parts other than ears is prohibited.
- As stated above, uniform will be worn properly ALL DAY on uniform days. Cadets are allowed to change out during classes such as PE, Art, or other class that could damage the uniform. Check with your instructor first. Failure to wear uniform on required days will result in a ZERO being entered in the grade book until it is made up.

### MAKE UP POLICY:

- If Present at School on Uniform Day. If cadet is present at school, to include being assigned In-School Suspension (ISS), but fails to wear uniform on required uniform day, a zero will be entered into the gradebook. Can wear the next class day (normally a Friday) with a 25% reduction in maximum grade. After that, the grade of zero will be permanent.
- If Absent from School on Uniform Day. If cadet is absent from school on required uniform day, they can wear the next class day (normally a Friday) with no reduction in maximum grade. If cadet fails to wear on the next class day, then a zero will be entered in the gradebook.

Cadets will have one more chance to make up the uniform grade on the next class day (normally a Tuesday) with a 25% reduction in maximum grade.

- **FAILURE TO WEAR UNIFORM.** Cadets who receive a ZERO (failed to wear on primary or make-up day) for 3 or more uniform days throughout the school year will NOT be allowed to return to JROTC. If these 3 days occur in the 1<sup>st</sup> semester, efforts will be made to take them out of JROTC at the Semester Break. In addition, cadets who fail to wear their uniform on the primary uniform day (even though they may wear on make-up day) 4 or more times will also not be allowed to return to JROTC the following year.
- **CIVILIAN ATTIRE UNIFORM.** In order to meet the requirements of Cadet Command Regulation to wear the uniform each week, we have instituted a “Civilian Attire” Uniform. The uniform will consist of a NW Rankin JROTC Polo Shirt with appropriate pants that meet school dress code. Parents will be required to purchase this polo at a cost of \$25 each, which is our cost for these shirts. Cadets will wear this uniform on each Tuesday that they meet JROTC and at other events such as the Homecoming Parade. We have sample shirts on-hand to use for sizing purposes during the first few weeks of school. We will order in advance and you will purchase from us. **Payment will need to be made by September 23rd.**



## FUNDRAISING AND STUDENT ACCOUNTS

FUNDRAISING: **THERE IS NO FEE FOR BEING IN JROTC**, (Other than purchasing required Polo) but as with any school organization, fundraising is a necessity and we need your help by doing a little fundraising. Our goal is for each cadet to raise/donate \$50 to the program's general fund. Cadets who are active in the program will easily receive this much value or more.

- 50% of our profit for items sold is credited to your cadet's JROTC Student Account (see below for information). We know that there is no "one size fits all" fundraiser therefore we offer several different types and try to spread them out to not only make them successful, but also to allow cadets the opportunity to earn money for the student accounts prior to major events.
  - August-Semester: We plan to sell 10lb boxes of Chicken Tenders distributed by Koch Foods in Morton. Each box sales for \$25 and our profit is \$10 per box; therefore, \$5 from each box sold will be credited to your cadet's account.
  - October: If the Cougar Club decides to do their Raffle Ticket sale AND we are allowed to participate in it, we will. More details forthcoming once we get word from the Cougar Club.
  - November: We plan to sell World's Finest Chocolate the Fall Semester. If prices have not changed, our profit is \$27 per box; therefore, \$14.00 from each box sold will be credited to your cadet's account.
  - All cadets who generate at least \$50 in contributions to the JROTC Program will receive the fundraising ribbon.
  - We also participate in the Kroger Plus Card Fundraiser. See following page for information.

STUDENT ACCOUNTS. We will once again maintain JROTC Student Accounts. The purpose of these accounts is to allow cadets and parents to earn funds to later be used for JROTC events or items.

- Funds can only be put in the student accounts through fundraising. We are not a banking account, so you can't just deposit funds in it.
- Funds can be spent on:
  - JROTC Shirts, Sweatshirts, Sweatpants, Hoodies or Polo Shirt \$18-\$36
  - Military Ball (\$25 per ticket) and Field Trip (\$60+)
  - Purchases from our internal concession stand.
  - Donations to Community Service Projects. Amount varies.
- What funds CANNOT be used for:
  - Any other school function or activity
  - Spending money for trips or camps
- Funds credited to accounts through fundraising cannot be refunded.
- All funds remaining at the end of the school year will NOT be carried over to the next year and will be transferred to the JROTC General Fund.
- Statements. You will be able to see your cadet's account status at any time through the CHARMS program.

# Help Northwest Rankin Army JROTC While You Shop

## Sign up for the Kroger Community Rewards Program



Get your Kroger Plus Card out Right Now and Start Raising Money for NW Rankin Army JROTC. Here is an easy way to support the JROTC Program. All you have to do is use your Kroger Plus Card. And Don't worry – participating in the Community Rewards Program will NOT affect your fuel points!

Just follow the directions below. (Gas, tobacco, alcohol, pharmacy, gift cards and a few other items do not count towards the community rewards program).

**All Supporters must have a registered Kroger Plus Card account online to be able to link your card to NW Rankin Army JROTC.**

1. If you do not have a Kroger Plus Card, you can obtain a digital Kroger Plus Card when creating an account online or at any Kroger Store. Do you use your phone number at the register? Call 800-576-4377, select Option 4 to get your Kroger Plus Card number.
2. Link your card at [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com).
3. If you have an existing account, click on "Sign In", otherwise click on "Create an Account."
4. If you are a new online customer:
  - You will need to enter your email, create a password, enter your zip code, click on favorite store, and agree to the terms and conditions.
  - Once done entering your information, you will get a message to check your email and click on the link within the body of the email that was sent to activate your Kroger account.
5. Already have a Kroger.com account?
  - Enter your email address and password and click on "Sign In"
  - Click on "Community", then on "Community Rewards", then click on enroll now, complete personal information, click on "Save".
  - Enter NW Rankin Army JROTC or HM727 and then click on "Search".
  - Select NW Rankin Army JROTC and click on "Save".
  - To verify that you enrolled correctly, you will see NW Rankin Army JROTC on the right side of your account settings page.
  - Once you are linked, you can start earning rewards IMMEDIATELY for our organization. (Note: The message saying that you are supporting NW Rankin Army JROTC through the Kroger Community Rewards program will start printing on your receipt about 10 business days after you linked your card.)
6. REMEMBER, purchases will NOT count for NW Rankin Army JROTC until you register your card. You MUST swipe your card or use your phone number that is related to your registered Kroger Plus Card for shopping for each purchase to count.



**Thank You for Supporting Our Program**

# CHARMS

**CHARMS** is a web based database designed for band programs, but we utilize many of its features for JROTC. Areas include student information, account information, and mass e-mail and texting capabilities. Each student has an information page established that BOTH the STUDENT and PARENT needs to access and update.

## RETURNING CADETS:

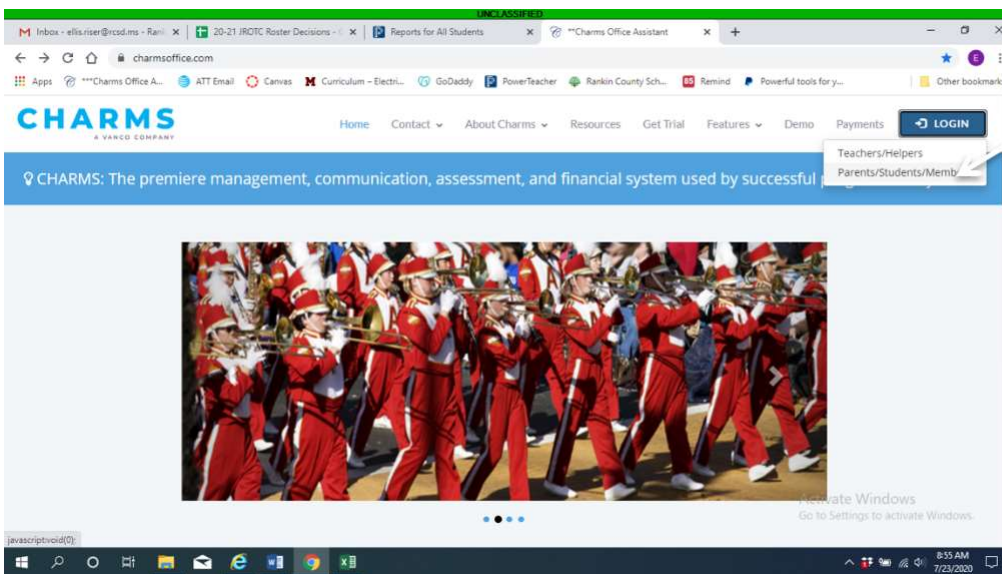
You need to make sure you can access CHARMS. Refer to information below for any details you need. You will have to change your password to something with 8 characters that includes a Capital letter and a number. Take this opportunity to make sure that the email addresses shown on Parent's pages are current. Don't hesitate to email me [ellis.riser@rcsd.ms](mailto:ellis.riser@rcsd.ms) if you have any issues getting back into CHARMS.

## NEW CADETS (Parents):

Access CHARMS is reached by going to:

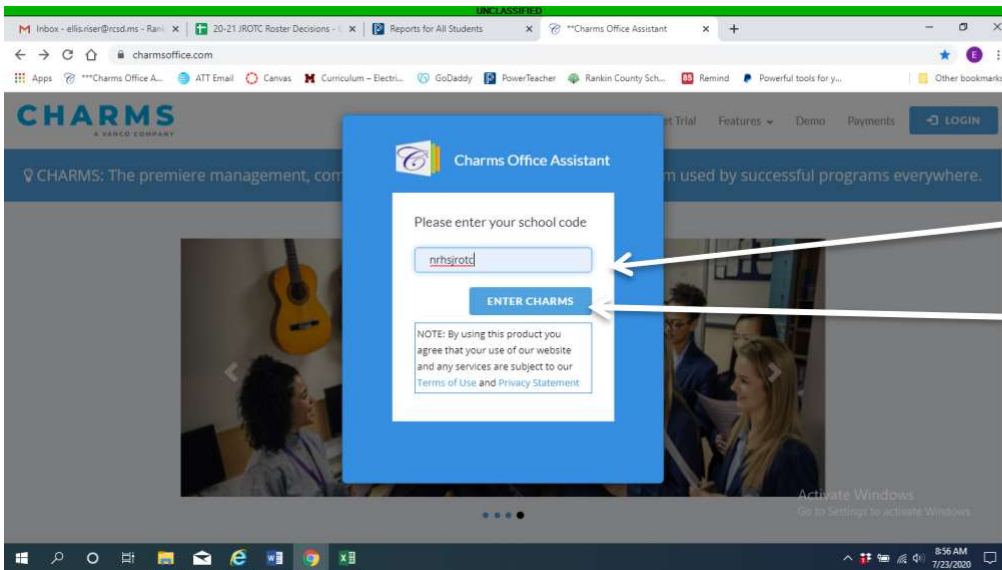
[www.charmsoffice.com](http://www.charmsoffice.com)

When you go to CHARMS, this is the screen you will see. Click on ENTER/LOGIN then on PARENTS/STUDENTS/MEMBERS.



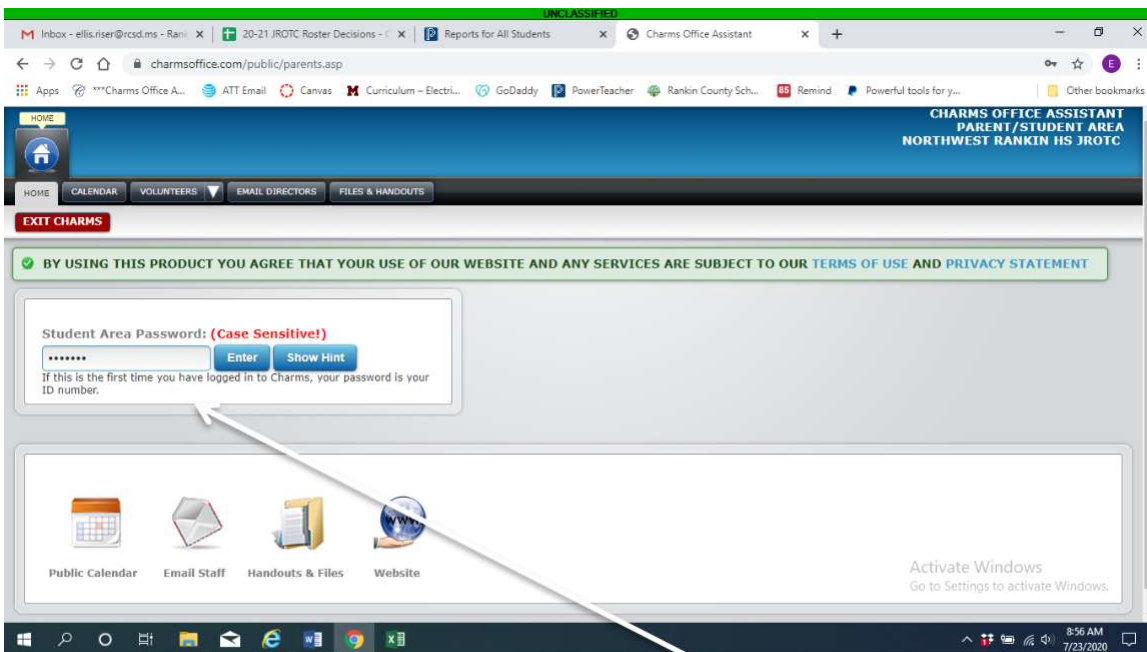
Main CHARMS Screen

## PARENT/STUDENT/MEMBER Area

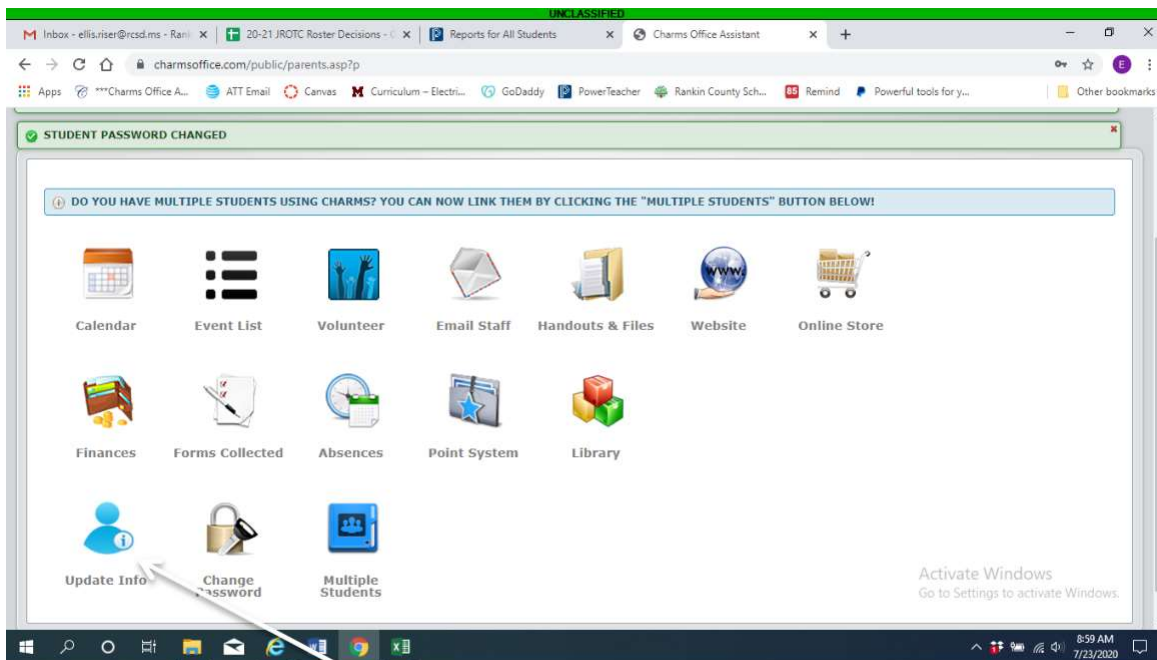


Enter the School Code:  
NRHSJROTC

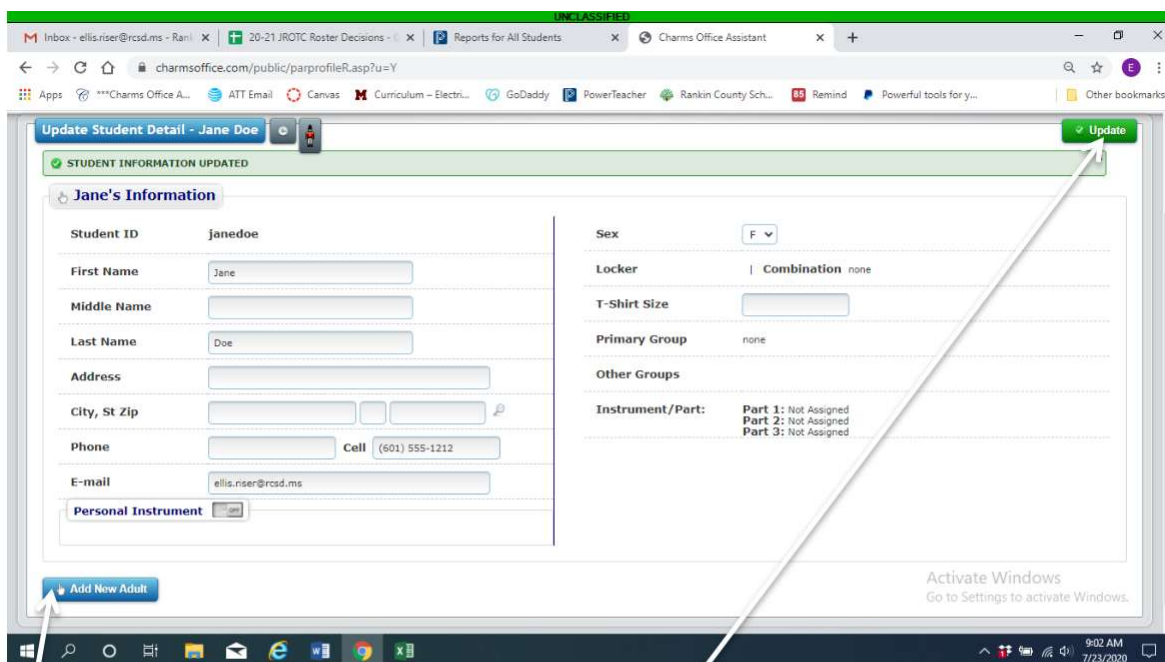
Then click to  
Enter Charms



Enter your students first and last name (all one word all lower case) in the Student Area Password. Example: ellisriser. We used the name that is in the computer for the school, so if your cadet's name is Jane Caitlin Doe, then the password will be janedoe. You will be prompted to change your password once you log in. Parents and Students, please talk with each other and select a password that both of you can agree on. Password must be 8 characters consisting of 1 Capital Letter and 1 Number. You can only have one password. Email me at [ellis.riser@rcsd.ms](mailto:ellis.riser@rcsd.ms) with any issues.



You are now at your Student/Parent page. The first thing you need to do is go to **UPDATE INFO**. *It is an icon that looks like a little blue man that you have to scroll down to get to.* Click on the little blue man.



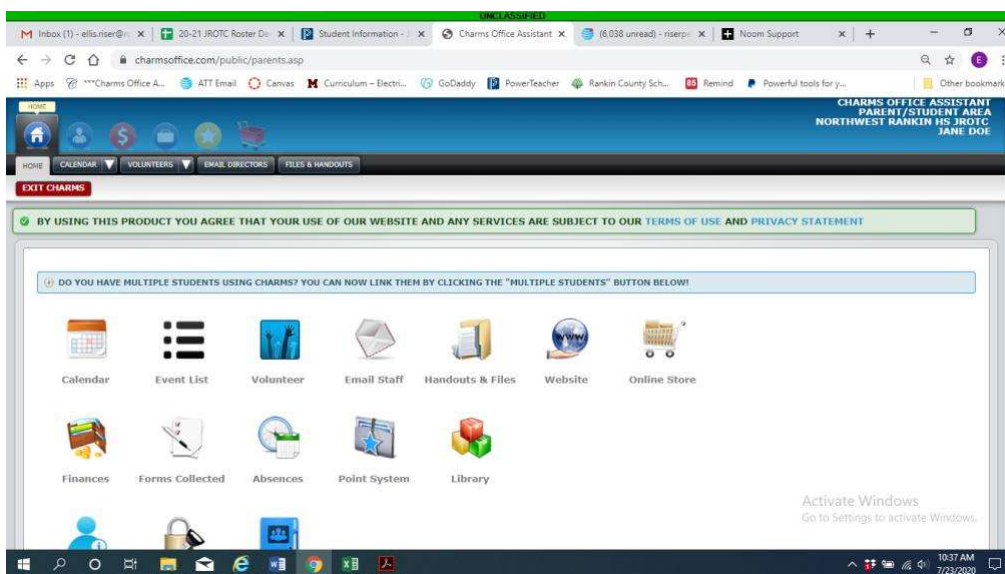
On this screen you will update your cadet's information. Their name and school email address has already been entered. You can modify the name and the email address if desired. Be sure to hit **Update Button**

Parents, you need to click the **Add New Adult Button**.



Need at least one Adult added for each Cadet. You can enter as many as you want simply by pushing the Add New Adult Button. Need the Name, Cellphone Number, Relation and Email Address(es) you desire for messages and information to be sent to. Be sure to click Update Button to save your input.

Once you have entered your information you can click on the TABS at the top left to get further information.



Clicking on HOME will take you back to this screen. You can see all of the choices that you have from here. Take some time to explore. Not all of the information will be available for you to view or use at this time.

Thank you for updating your child's records. You will now be able to see their accounts, update records, and receive emails from JROTC.

This system keeps me from having to update your email addresses as they change, or to manually prepare and print student account statements (more information on these later). You can simply login and make changes and view statements.

## DATES

### AUGUST:

- 11 JROTC Back to School Night in JROTC Area of TOMS Building.  
Doors open at 6:00pm and program begins at 6:30pm. See map at  
end of this document for location.
- 15 Chicken Tender Fundraiser Begins
- 16 School Pictures and Senior Banner Photos
- 18 Meet the Teacher Night for the High School
- 26 JROTC Paperwork Due (Privacy Act and Drug Testing)

### SEPTEMBER:

- 2 Home Football Game vs Clinton
- 5 Labor Day Holiday (No School)
- 15 Polo Payments Due (\$25). Cash or Check (payable to NWRHS)
- 16 Chicken Sale Orders/Money Due
- 21 Homecoming Parade
- 22 Homecoming Football Game vs Meridian
- 23 Homecoming Dance
- 28 First Uniform Day – Class A's (B Day Cadets)
- 29 Chicken Order Pickup

### OCTOBER:

- 3 Cougar Club Raffle Fundraiser Begins (Tentative Date)

5 First Uniform Day – Class A's (A Day Cadets)  
? Canned Food Drive (Food Fight) Begins

7 Home Football Game vs Warren Central

10 School Holiday

11 Student Holiday (Teachers at School)

20 Fall PBIS Event

21 Home Football Game vs Pearl

28 Food Fight Ends/Cougar Club Raffle Ends

#### NOVEMBER:

1 World's Finest Chocolate Sale Begins

4 Home Football Game vs Oak Grove

11 Veterans Day Breakfast/Activities (To Be Announced)

17 FORMAL INSPECTION (All Cadets in Uniform)

21-25 Thanksgiving Break

#### DECEMBER:

2 Chocolate Sale Ends (All Money Due)

16 Semester Exams Begin