DEPARTMENT OF THE ARMY
U.S. ARMYJROTC BATTALION
LAKEWOOD HIGH SCHOOL
245 Lakewood School Road
Salemburg, North Carolina 28385

LHS-JROTC 15 August 2026

MEMORANDUM FOR All LHS JROTC Cadets and Parents

SUBJECT: LET 4 Syllabus

1. **General**. This course continues to emphasize American symbols, customs and traditions and the history and purpose of Army JROTC while exploring leadership principles associated with power bases, leadership styles, management skills and motivation.

This course also provides Cadets instruction regarding Personal Finance by way of the USAA Educational Foundation, https://usaaef.org/. Financial development program guides Cadets to develop a financial plan which involves budgeting, investing, using credit wisely, and keeping money safe and secure and the value of insurance.

Additionally, Cadets will continue to explore career planning by further developing their individualized career and/or college preparation plan. Cadets will develop their teaching skills by developing teaching plans, delivering instructions all while using a variety of thinking maps and graphic organizers. And finally, will participate in the March2Success program which helps Cadets prepare for and/or improve their SAT & ACT scores.

Starting school year 2025-2026, LET 4 cadets may sit for the Leadership & Employability Skills credential providing evidence of proficiency in core abilities and program outcomes.

2. **Core Abilities.** The JROTC core abilities describe the broad, life-long skills that every cadet needs for success in all career and life roles. They are drawn from the overall goals and values that drive the JROTC program. Core abilities are not learned in one lesson or Leadership Education Training course, but rather they are linked to lesson competencies in order to integrate or thread them throughout the JROTC curriculum. In each lesson, the core abilities will be introduced, taught, reinforced and assessed. Every student should know all of the core abilities as they are essential,

value-added skills that every employer seeks. These core abilities are:

a. Take responsibility for your actions and choices
b. Apply critical thinking techniques
c. Communicate using verbal, non-verbal, visual, and written techniques
d. Build your capacity for life-long learning
e. Do your share as a good citizen in your school, community, country and the world
f. Treat self and others with respect

3. **Grading Policy**:

a. Semester Grade. 35% Uniform Wear & Inspection; 20% Physical Training; 20% Leadership, Planning, & Participation; 25% Academics.
b. Grading Scale. The total number of points for each is approximate and will depend on the number of grading opportunities, which may vary. Your grade is based on the number of points achieved as a percentage of the total points available.
c. Bonus Points & Exam Exemption. Cadets who actively participate in spirit week or any other special recognition week or event by wearing special clothing or costumes appropriate for the occasion will earn 5 merit points per day they participate applied to their final grade for the semester. Cadets are exempt from the final exam in accordance with LHS exemption standards.

100 – 90% =A
89 – 80% =B
79 – 70% =C
69 – 60% =D
59 – 0% =F

4. **Mandatory Events**.

a. Parades: Sampson Elementary School Halloween Parade, Warsaw Veteran's Day Parade, and Roseboro Christmas Parade. We may be invited to other parades.
b. Service Learning Project (SLP): This is a curriculum requirement for each cadet. It is planned and lead by LET 3 & 4 cadets and includes chances to participate in many ways. LET 4 Cadets will plan for the project per the curriculum and be graded specifically for a Gantt Chart they produce. It requires coordination and teamwork with other cadets to ensure a cohesive and well planned project. Cadets must produce and present a formal information briefing about their project for a grade.
c. Continuous Improvement Plan (CIP): LET 4 cadets manage and lead the unit to solve an identified problem to improve and apply the steps of problem solving

associated with this project according to the curriculum. They must produce and present a formal briefing of the results for a grade.
d. Capstone Project. LET 4 cadets select and plan a project that incorporates their learning and experiences as a JROTC Cadet. This project may be closely related to the SLP or CIP or a separate project.
e. Military Ball: Cadets plan, lead, and execute this fun event. It uses all aspects of the curriculum for them to demonstrate leadership, planning, and execution of their own ideas to have a good time.
f. JROTC Awards Field Day: Cadets plan and execute a ½ day event to recognize deserving cadets for national and local awards and to have fun celebrating with a field day outdoors.

5. **Cadet Portfolios**. The portfolio is graded and inspected. Each Cadet will create and maintain a Portfolio that is in compliance with CCR 145-8-3 1 April 2025 (pages 29-37). The Portfolio contains an organized collection of work based on accomplishments, personality, and aspirations ***along with a comprehensive plan to attend a post-high school education institution (trade school, community college or university)***. The portfolio will begin upon entry in the JROTC program and be maintained for the duration of your enrollment in the program. The portfolio will reflect the student's best work and provide insight and information on the cadet's personal achievements and growth over time. The totality of the portfolio may be graded for completeness, neatness, and thoroughness.

6. **Selection for Promotion & Appointment to Leadership Positions.** See the LHS JROTC Cadet Handbook for details on promotion requirements, forms, and procedures.

7. **Academic Standards.**

a. The JROTC curriculum is based upon a systematic progression of learning. The scope, focus and content of instruction are each sequential and independent. The leadership unit of instruction allows for one of many training opportunities for cadets to exercise a student chain of command. Fourth year cadets act on guidance from the Senior Army Instructor or Army Instructor to plan, prepare, and execute training and prepare for assigned tasks and conduct training for younger cadets. Third year cadets learn instructional techniques, and more advanced styles of leadership. First and second year cadets receive education and training. Training is designed to enhance skills, knowledge, and abilities of cadets and reinforce instruction in leadership theory.

b. Cadets selected for positions of leadership and/or members of a JROTC team (drill, marksmanship, academic, etc.) must maintain passing grades or better in each course taken at Lakewood (each course that appears on the

student's semester grade card). **Positions of leadership include commanders, executive officers and primary/assistant staff officers. A cadet on any team continues to come to practice, but will do study hall during practice time if failing any class. Any cadet failing a class may remain after school to get help and study. This demonstrates responsibility and goes a long way in the cadet keeping or earning back rank and leadership. A note from the teacher to the JROTC Instructor stating the Cadet's average is passing or better is required for return to leadership, or evidence in Infinite Campus of improved grades.**

c. **Physical Training**. Physical training is a weekly graded class on Friday. Half the grade is for simply dressing out in proper clothing and the other half is for participating. Cadets who do not dress out will be approved to participate on a case by case basis determined by practicability. The highest grade will be 50 points for those allowed to participate. Cadets who dress out but do not participate can only earn 25 points. Each cadet will complete a Cadet Challenge twice per semester for a grade. The goal is to improve from the first to the next Cadet Challenge score. Each cadet will plan and lead at least 2 PT sessions per semester. This is an extra graded event and will use the PT Leader Grade Sheet from the LHS JROTC Cadet Handbook. **Each class or platoon that has 100% dress out and 100% participation for 3 consecutive weeks earns a "Free PT" day. Cadets choose the PT activity for the free day.**

8. **JROTC Curriculum & LHS Graduation Requirements**. JROTC is a career pathway within CTE and cadets can earn a Leadership & Employability Skills credential is they pass the exam offered after their second year in the program.

9. **Disenrollment from JROTC**. Students may be disenrolled from JROTC if they meet any of the following criteria at any point of the semester.

a. Withdraw from school. If the student enrolls in JROTC at another school, the gaining program and instructors must request the cadet's records from Lakewood.
b. Demonstrate ineptitude for leadership training indicated by a general lack of adaptability.
c. Fail to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.
d. Exhibits undesirable character traits such as lying, cheating, gross insubordination, stealing, possession of illegal drugs, substances, or devices, or exhibits an indifference to and lack of interest in citizenship and leadership training.

10. **Grooming Standards & Wearing of Uniform.** Required standards are presented

and enforced regularly. There is no ambiguity about expectations.

a. **All Cadets:** CCR 145-2, 8-6b. Personal Appearance.

Hair Styles: Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. Hair that is clipped closely or shaved to the scalp is authorized. The length and bulk of hair will not be excessive or present a ragged or extreme appearance. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Hairstyles will not interfere will proper wearing of military headgear. The headgear when worn in uniform will not appear bulging or distorted, and without excessive gaps between the headgear and the head. There is no minimum hair length for Cadets, and Cadets are permitted to have natural highlight. Hair that falls over the eyebrows or ears will be pulled back. Hair holding ornaments (barrettes, pins, clips, headbands), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Headbands should not be wider than 1 ½ inches. Cadets are permitted to wear a ponytail, two braids, or one singular braid in all uniforms. Cadets are authorized to wear multiple neat-in-appearance hairstyles at once. Colors that detract from a professional uniform appearance are prohibited. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets' appearance. Males will be clean shaven while in uniform unless there is a documented reason to not shave.

11. **Participation.** Class attendance contributes significantly to academic success. Good behavior is demanded in our program and is essential to good citizenship. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. If you are absent for any reason, you are responsible for all missed work and to contact the instructor promptly.

a. Participation is expected in a few after school activities throughout the year. These activities include parades (parents invited), Annual Awards Field Day and the Annual Military Ball. Cadets that bring a guest to the Military Ball must ensure that their respective guest is a ***high school*** student in good standing.

b. Community Service activities are an integral part of JROTC. There will be multiple opportunities for Cadets to support the local community with volunteer activities. Each hour a Cadet participates in JROTC sponsored community service activities support LHS graduation requirements. Historically, Cadets easily meet this graduation requirement.

c. Competitive Team Activities. Commitment on your part to further the LHS JROTC winning tradition is the key to success. There are several competitive opportunities throughout the year. In support of team expenses, there are some fundraising activities that all team members are expected to support.

12. **Timely Departure after a JROTC Activity.** Cadets have a specific responsibility to depart after school activities in a timely manner; key is that respective parents/guardians are available to pick up their Cadet at the appointed time. As a matter of routine, after school practice sessions end at 5 PM and the Cadet's ride is expected to be available at that time. Cadets will contact parents/guardians when we are in route to LHS from a parade, competition, or other activity without a set end time. Likewise, cadets are expected to be on time for school and all other activities.

13. **Academic Honesty.** Students are expected to do their own work unless advised that collaboration is acceptable. This means that you may use facts from other sources if you re-write them in your own words. Anytime you quote directly for another source or paraphrase substantially, you must cite the source you used. When you take a test, you are expected to keep your eyes on your own paper and protect your test paper from being copied by a classmate.

14. **Recovery Policy:**

a. **Uniform wear**. Uniform wear is worth 100 points per week the uniform is worn. If a cadet is absent unexcused on uniform day, they must wear the uniform the first day they return to school the same week. If a cadet knows he will be absent, he may wear the uniform anytime during the week. For example, the cadet misses school on Wednesday and returns to school on Thursday. The cadet wears the uniform on Thursday for a possible 100 point grade. However, if the cadet is present on Wednesday and does not wear the uniform, there is no make-up opportunity and the grade will be 0. Twenty points are deducted for each day the uniform is NOT worn after returning from absence. If not worn by the end of five (5) days after the absence but before the next uniform day, the grade is zero (0).

b. **Physical Training**. Cadets absent on PT day will not have an opportunity to make up PT. An unexcused absence earns a 0 in the gradebook. A cadet may stay after school for any extracurricular practice and make up a missed PT day but before the next scheduled PT day. An excused absence will be an “exempt” in the gradebook. Excused absences are determined by the data manager with approved documentation from parents/guardians.

c. **Tests & Quizzes**. Cadets absent on days of quizzes and tests coordinate with instructors to take them within 5 school days after the absence. Cadets are encouraged to notify instructors of known absences before the test and make coordination then.

d. **Cadet Portfolios**. Cadet portfolios are checked every week. They are checked to ensure that the required and assigned items are included on time and to a quality that demonstrates learning. As classes are taught and events are

executed, cadets are assigned work to include in their portfolio. This grade is in addition to the grades provided for each lesson or event assignment. If a cadet is missing work at the 3-week check, the cadet may inform the instructor within one week that the missing work is done and earn full credit on the grade.

15. **Marksmanship & Archery Training:** The undersigned student is permitted to participate in JROTC marksmanship and archery training only after Parent/Guardian approval as signified by signature at the end of this syllabus. Parent/Guardian consent is granted with full knowledge that the training will involve the firing of Air Rifles and/or modern compound archery equipment. Parent/Guardian understands that all training will be conducted under the direct supervision of the JROTC staff and under conditions approved by the Sampson County Schools Department of Education and the Principal of Lakewood High School. Parent/Guardian may make arrangements with the JROTC staff to visit the range facilities and acquaint themselves with all procedures and safety measures in effect.

16. **Use of Digital Image or Other Photograph.** The use of digital images and video of the undersigned student is permitted only after Parent/Guardian approval as signified by signature at the end of this syllabus. No permission is required for use of images of large groups of people. Parent/Guardian permission for uses of images is provided to the Lake wood High School JROTC Department. Parent/Guardian acknowledges LHS JROTC may produce news releases and publications of various types including web-based publications and documents that may, on occasion, be distributed through print or electronic means throughout the United States and abroad. LHS JROTC may reproduce the digital image in other mediums and formats without getting permission each time. Parent/Guardian waives all copyright and other rights pertaining to this image. Use of the image will be only for educational, advertising and publicity and other uses for the benefit and advancement of LHS JROTC. Parent/Guardian consents to the use of the image and release and indemnify LHS JROTC, students and volunteers, even if negligent, from any and all claims, losses and damages, that may occur as a result of any uses of digital images.

17. POC is the undersigned at Phone Number: (910) 525-5171 x34937 or jhubbard@sampson.k12.nc.us

JOHN M. HUBBARD
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Senior Army Instructor
Lakewood High School

SYLLABUS SIGNATURE PAGE
SIGN & TURN-IN

STUDENT - - Your signature here acknowledges receipt of all information and requirements outlined in the 2026-2027 JROTC Syllabus.

Print Name (First, Middle & Last): _____

Signature: _____ Date: _____

PARENT OR GUARDIAN
(Multiple Signatures Required)

1. SYLLABUS ACKNOWLEDGEMENT - - Your signature here acknowledges receipt of all information and requirements outlined above in this syllabus

Print Name (First, Middle & Last): _____

Signature: _____ Date: _____

AND

2. RELEASE FOR MARKSMANSHIP AND ARCHERY TRAINING - - Your signature here provides PARENTAL CONSENT FOR MARKSMANSHIP AND ARCHERY TRAINING as outlined above in this syllabus

Signature: _____ Date: _____

AND

3. RELEASE FOR USE OF DIGITAL IMAGE OR OTHER PHOTOGRAPH - - Your signature here provides PARENTAL CONSENT FOR USE OF DIGITAL IMAGES as outlined above in this syllabus

Signature: _____ Date: _____

A signed copy of this syllabus will be placed (NLT one week after semester begins) in the Cadet Portfolio and an unsigned copy in the Cadet Notebook.