



DEPARTMENT OF THE ARMY
Punahou School Junior Reserve Officers Training Corps
1601 Punahou Street
Honolulu, Hawaii 96822-1022



ATOD-JPS

30 April 2021

Dear Parent or Guardian of prospective JROTC Magnet Program Cadet:

Welcome to the Punahou JROTC Magnet Program! The mission of JROTC is to *"Motivate Young People to be Better Citizens."* We look forward to working with your child to accomplish this mission, and thank you for your interest in supporting their participation in our program. The purpose of this letter is to provide you some detailed information about our JROTC Magnet Program.

Punahou School allowed JROTC to offer this magnet program in 2007 to enable students from schools that do not offer JROTC (including homeschool students) an opportunity to participate in the program. The program meets each Wednesday from 3:30- 6 pm at Punahou during the school year. Students from up to 15 different high schools have participated in the program at various times.

Tuition/Fees

There is no tuition cost to enroll your student in the program. However, there *are* costs associated with transportation and entry fees to various competitions for magnet cadets. In the past, we have supported most of these costs through fundraising efforts and we will continue to do so within our means. To participate in the program, all magnet cadets must have a completed Punahou waiver of liability form on file with us. Additionally, we require each cadet to submit a signed permission slip for each JROTC event. Blank permission slips are emailed or posted on our website

Attendance Policy

If a cadet accumulates three absences, this is grounds for disenrollment. There are no makeups allowed unless there are exceptional circumstances. Mandatory events are highlighted on the schedules handed out at the beginning of each semester and cannot be "made up". Your child has a responsibility to contact his/her instructor as soon as they know they cannot make a session explaining the reason for the absence or if they may be tardy. We are concerned about the whereabouts of every cadet so please encourage your child to do their best to keep us informed.

Grades

This is a graded, accredited course. Course standards are contained in a separate syllabus provided to cadets at the start of each semester. We mail grades directly to parents. At Punahou, students earn .5 general elective credit hours for successful completion of the course and .5 PE credit for two years of completion. Parents are responsible for coordinating grade inputs with their schools.

Standards of Conduct and Appearance

We expect cadets to maintain appropriate standards of conduct, behavior, and appearance in accordance with school policies and JROTC guidelines. If students are not clear on what acceptable standards are, they should consult their JROTC instructor. We reserve the right to expel students at any time if we believe their demeanor, conduct, or appearance is detrimental to fulfilling our JROTC mission.

Security/Safeguarding Personal Property and Information

Please remind your child to safeguard their personal belongings at all times. They can ask an instructor for assistance if necessary. We do not collect or retain Social Security Numbers unless there is a specific need that will be explained to parents. Cadets share phone numbers and email information to allow them to exercise their leadership coordination responsibilities. Cadet leaders should not call subordinates after 9 pm unless prior arrangements have been coordinated. Please let us know of any instances where our cadets may be involved in negative behavior towards one another.

Picking Your Cadet Up after Events

Sometimes cadets catch the bus or walk to other pre-arranged off campus pickup locations on their own. We are not responsible for their safety at that point. Many times *on campus*, we drop cadets off in front of designated pick up points while we may be unloading supplies at the JROTC Room. We check the pickup areas before we depart campus. Additionally, there is 24 hour uniformed security on Punahou campus. Please pick your child up as soon as they are released from magnet meetings or no later than 6:30 pm. Instructors normally depart school at 6:45 pm and if you have concerns about the safety of your child, please let us know beforehand.

Lost and Found

We collect many lost and found items after magnet days and we retain them until the next class and then discard them if we cannot identify the owners. Cadets should contact us immediately to see if we have their lost items.

Consideration of Others

We do not counsel or provide rides to female cadets alone. During sleepovers or on trips, we do not allow mixed genders to sleep together in a common area without a chaperone. We strive to make JROTC a safe and trusting environment that your children will feel comfortable being around. If your child is disturbed or bothered by something that we should know about, please share that information with us and we will do our best to resolve the issue in a professional, confidential manner.

Fundraising/Parent Support Group (PSG)

We encourage parents of magnet students to volunteer in at least one fundraising activity scheduled throughout the school year. We use funds to offset costs for the mandatory dining in and other cadet events. The PSG coordinates meals and snacks for cadets engaged in some JROTC activities.

I hope this letter answers most of your questions about the Magnet JROTC Program. Please contact me if you have further questions and thanks again for deciding to enroll your child in Junior ROTC!

R. K. Takao

ROBERT K. TAKAO
LTC, U.S. Army, Retired
Senior Army Instructor
944-5723/rtakao@punahou.edu

To: Punahou JROTC:

I have read, understand, and agree to abide by the contents of this "Welcome to Punahou Magnet JROTC" letter. (Please return this form to JROTC upon enrollment.)

(Print parent name)

(Signed parent name)

(Print student name)

(Signed student name)

Date: _____