



SOUTH PAULDING HIGH SCHOOL
HOME OF THE SPARTAN BATTALION
1364 WINN ROAD
DOUGLASVILLE, GA 30134

SPHS-JROTC

18 July 2023

MEMORANDUM FOR RECORD

SUBJECT: South Paulding High School (SPHS) Junior Reserve Officer Training Corps (JROTC) Class Drop Policy

1. The following guidelines will be adhered to by all cadets who elect to leave the JROTC program during the academic year.
2. Purpose: The purpose of this memorandum is to ensure all cadets know and understand the SPHS JROTC class drop policy. The Senior Army Instructor and Army Instructor are the only personnel with the authority to change this policy. Those amendments will be published as needed.
3. SPHS JROTC Cadets will be issued uniforms for maintenance and wear throughout the academic year.
4. Should a cadet elect to drop out of a JROTC class, they must first turn in their complete uniform with a dry-cleaning receipt or a \$45.00 cash to pay for uniform cleaning. Only after this process is complete will the cadet's schedule be changed.
5. JROTC instructors are responsible for notifying the appropriate counselor as soon as this process is complete in order to facilitate a smooth transition to the new class.
6. As a government sponsored program, JROTC instructors are responsible for all uniforms and equipment assigned to the JROTC program. This policy is necessary to ensure we can maintain good order, discipline, and accountability of those items.
7. The point of contact for this memorandum is Major (retired) Robert Newbill at (770) 949-9221, extension 40705 or newbill@paulding.k12.ga.us.

DISTRIBUTION:

Commander
Spartan Battalion
A Company
B Company
C Company

A handwritten signature in blue ink that reads "Robert L. Newbill III".

ROBERT L. NEWBILL III
MAJ, USA, RETIRED
Senior Army Instructor, South Paulding HS