



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4198

PAGE: 1 OF 3

CATEGORY: **Instruction, Curriculum Design**

EFFECTIVE: **1-29-62**

SUBJECT: **JROTC Program Activities and Supervision**

REVISED: **1-05-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing Junior Reserve Officers Training Corps (JROTC) program activities and supervision.

B. LEGAL AND POLICY BASIS

1. **Reference.** Board policy: F-1500.
2. Cadet activities must not directly or indirectly benefit, or appear to benefit or favor, any private individual, commercial venture, sect, or political or fraternal group. (Procedure 4375 outlines regulations and limitations governing performing groups in secondary schools.)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Military Science Department, Summer School/Athletics/JROTC.
2. **Cadet Utilization**
 - a. **Service**
 - (1) Upon approval of the principal, cadets in uniform may be used in such capacities as ushers at athletic, civic, or school events; they may *not* be used as a substitute for, or in lieu of, police officers.
 - (2) In any situation where challenge of authority might arise, a faculty member must be readily available.
 - (3) *Weapons shall not be carried by cadets* while performing in a service capacity.
 - b. **Exhibition.** Cadet units may participate in suitable school or civic events in the following capacities: parading units; presentation or posting of national, state, or school colors; drill demonstrations; representatives of school or unit at civic or school luncheons or meetings.
 - c. **Approvals required**
 - (1) **Activities involving two or more schools.** The senior military science instructor of each participating school shall submit a request for off-

campus participation by cadets in uniform to the military science specialist and site principal for approval.

- (2) **Activities involving only one school.** The senior military science instructor at the participating school shall submit a request for off-campus participation by cadets to the site principal or his/her designee for approval.
- (3) **Special activities.** Approval of the superintendent or his/her designee is required when an activity is beyond that authorized by district procedures. The site principal will submit a request for approval for separate school unit activities. The military science specialist will submit a request for approval for multiple-unit activities.

3. **Annual Multiple-Unit Activities**

- a. **Rifle matches** (subject to academic eligibility rules):
 - (1) Intra-City JROTC Pellet Rifle Match.
 - (2) San Diego County Varsity and JV Championships.
 - (3) Other pellet rifle matches scheduled as time and program permit (e.g., matches with other high schools within the state and county and San Diego JROTC Annual Invitational—normally fired on nonschool days).
- b. **The cadet ball** takes place from 7–12 p.m. on a Saturday during spring semester, with attendance by cadet club membership or by invitation; there is no expense to schools.
- c. **The JROTC Joint Brigade Review** takes place in late May or early June and includes an awards ceremony and parade, with participation by all JROTC principals and their cadets; some expenses are prorated among schools.
- d. **The JROTC picnic** takes place in the fall semester, on a Saturday from midmorning to midafternoon, with attendance by cadet club membership or by invitation; there is no expense to schools.
- e. **Formal inspection** is conducted by representative of the appropriate military service to determine the adequacy of the program, support, facilities, and training, with all cadets required to be present; the inspection may be attended by others, as the principal desires.

4. **The Cadet Club**, a social organization composed of voluntary membership of cadets from all JROTC units and presided over by Cadet Club staff, annually presents the cadet ball, picnic, and other approved activities. The JROTC assistant is the faculty sponsor/adviser; the military science specialist must approve all activities.
5. **JROTC King, Queen, and Attendants**. Cadet Club members of each school unit elect a king, queen, and first and second attendants, who are presented at the cadet ball. Nominations are subject to the approval of the principal or designee.
6. **Supervision**
 - a. **Scheduled JROTC periods** are supervised by at least one military science instructor; all other scheduled activities, on or off campus, are supervised by military science personnel.
 - b. **Unscheduled activities** such as cadet-initiated practice drills are on a voluntary basis during nonschool hours.
 - c. **Weapons** *shall not be handled by students* unless supervised by a military science instructor.
 - d. **Substitute supervision** will be provided by the military science specialist, upon request in the event primary instructors are absent.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY

Superintendent of Public Education