



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4195

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CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **1-29-62**

SUBJECT: **Junior Reserve Officers Training Corps,
General**

REVISED: **9-28-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for the organization and operation of the Junior Reserve Officers Training Corps (JROTC) program within San Diego Unified School District.
2. Release of student information, including limitations, is covered in Procedure 6525.
3. **Related Procedure:**
JROTC Curriculum and Staff 4196

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-1500, F-2000; Education Code Section 51750.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Military Science Program, Educational and School Services Department, Instructional Support Services, Institute for Learning.
2. **Authority.** Training units of the Junior Reserve Officers Training Corps are established in conformity with provisions of PL8-647 ROTC Vitalization Act of 1964, Section 2031, and of the appropriate military service.
3. **The purpose** of the JROTC program is to inculcate habits of orderliness and precision; to instill discipline and thereby respect for constituted authority; to develop citizenship, leadership, and patriotism; and to encourage a sense of honor and deportment.
4. **Definitions**
 - a. **JROTC HQ:** Headquarters of the Military Science Program (Revere Center, Room 8), which is responsible for the district JROTC program.
 - b. **JROTC:** Junior Reserve Officers Training Corps at the high school level.
 - c. **Multiple unit:** A JROTC unit (e.g., the San Diego Unified School District unit) composed of two or more separate school units.

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- d. **Unit:** A separate school JROTC unit.
 - e. **Military science specialist:** The senior U.S. Army retired officer assigned to and in charge of the Military Science Program, San Diego Unified School District.
 - f. **JROTC assistant:** A retired U.S. Army officer, warrant officer, or enlisted person who serves as assistant to the military science specialist and is assigned to JROTC HQ.
 - g. **Senior military science instructor:** The senior retired officer assigned to and in charge of a separate school JROTC unit within the San Diego Unified School District JROTC program.
 - h. **Military science instructor:** A retired warrant officer or noncommissioned officer assigned to a JROTC unit to assist the senior military science instructor.
 - i. **MPC:** The military property custodian, appointed by the Board of Education and assigned to the Military Science Program.
5. **Establishment of New Junior Division Units.** New units may be established upon application to the Department of the Army, Navy, or Air Force. The military science specialist is available for help in this endeavor.
6. **Retention of Units**
- a. To retain an established JROTC unit, each institution must continuously meet the following requirements:
 - (1) **Support of JROTC.** Each institution must merit a rating of satisfactory on inspections with respect to any item affected by institutional support.
 - (2) **Enrollment.** Each institution must maintain an enrollment of 100 students, or ten percent of the school population if less than 1,000 students. Each school in a multiple school unit must meet this requirement separately.
 - b. **Maintenance of required standards**
 - (1) JROTC units at institutions that do not maintain required standards will be considered for probationary and/or withdrawal action.

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(2) A unit placed on probation will remain in a probationary status until it meets prescribed conditions or is discontinued as an established unit.

7. **Student Enrollment Eligibility.** An enrollee must:

- a. Be a regularly enrolled student at the school involved.
- b. Be at least fourteen years of age.
- c. Maintain an acceptable standard of academic achievement.
- d. Maintain an acceptable standard of conduct and be of good moral character.
- e. Be physically fit to participate in activities of the JROTC program, including physical training.

8. **Discontinuance of a JROTC Unit**

- a. **School request.** Authorities of a secondary school desiring discontinuance of a JROTC unit should advise the Military Science Program to notify the appropriate military service through the military science specialist.
- b. **For cause.** Recommendations for withdrawal of a unit for reasons other than a request by school officials are made only for cause, including, but not limited to failure of an institution to:
 - (1) Maintain requirements for maintenance of the unit.
 - (2) Remedy the cause that resulted in the unit's being placed on probation.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES (Available through the military science specialist)

1. PL8-647 ROTC Vitalization Act of 1964, Section 2031, providing statutory authority for establishment and operation of the ROTC.
2. U.S. Army Regulation 145-2 governing establishment and conduct of the JROTC program.
3. CNET Inst. 1533.9, Regulations governing administration of the Naval Junior Reserve Officers Program (NJROTC).

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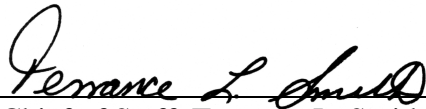
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4. Air Force ROTC Instruction 36-2, Air Force Junior Reserve Officers Training Course.
5. Military Science Program Standing Operating Procedures (SOP), detailing internal operations of the Army JROTC program.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education