

ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4196

PAGE: 1 OF 3

EFFECTIVE: 7-01-62

REVISED: 9-28-99

CATEGORY: **Instruction, Curriculum and Design**

SUBJECT: **JROTC Curriculum and Staff**

A. PURPOSE AND SCOPE

1. To outline administrative procedures covering the Junior Reserve Officers Training Corps (JROTC) curriculum, including development, credit, periods, and instruction.
2. To outline administrative procedures covering assignment and duties of certificated military science personnel.
3. **Related Procedure:**
Junior Reserve Officers Training Corps, general 4195

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1500; 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. **Staff Assignment and Responsibilities**
 - a. **General**
 - (1) Command responsibility for the district JROTC program is vested in the military science specialist. This responsibility will be exercised at each school by the senior military science instructor in cooperation with the principal. The military science specialist will coordinate policy matters with the Educational and School Services Director and resolve any conflicts between school and Military Science Program requirements.
 - (2) In their military science instructor capacity, JROTC instructors at each school are subordinate to the military science specialist and subject to his/her orders. In their academic capacity, JROTC instructors are subject to institutional regulations pertaining to members of the faculty at the school to which they are assigned.

- (3) A member of the Military Science Program should be included on all faculty committees whose recommendations would directly affect the Military Science Program.
- b. **The military science specialist** is responsible for administering the JROTC program in accordance with military regulations, training programs, and policies. Additionally, as head of the Military Science Program, he/she is responsible to district authorities for conduct of the program in accordance with district rules, policies, procedures, and customs and is military adviser to the superintendent.
 - c. **The JROTC assistant** is executive officer of the Military Science Program and is responsible for activities assigned by the military science specialist.
 - d. **Senior military science instructors** are in charge of JROTC units at their respective schools, with the responsibility of adhering to policies of the Military Science Program and to local school policies and procedures.
 - e. **Military science instructors** assist senior military science instructors.
3. **Duty Schedule**
- a. **The office of the military science specialist** operates on a 12-month basis from 7:00 a.m. to 3:30 p.m. on school days and other days and times as the workload requires.
 - b. **School units** operate during all scheduled JROTC periods and as cadet administration, training, or extracurricular activities require. JROTC instructors normally are present at their school on school days except when duties require their presence elsewhere. (Absence may be required by conferences scheduled by the military science specialist or by off-campus cadet activities.)
4. **Courses.** Secretaries of the Army, Navy, and Air Force prescribe standard courses of theoretical and practical leadership training for JROTC units; a unit may not be established or maintained at a school district unless the prescribed course of training is provided.
5. **Credit** applicable toward graduation is granted for completion of each semester of military science courses. Credit may be granted equally and in lieu of physical education credit or as an elective credit in addition to physical education.
6. **Periods** must be scheduled to make it equally convenient for a student to participate in JROTC as it is to pursue courses conducted by other academic departments.

7. Instruction

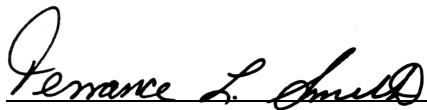
- a. Technical subject matter is presented by assigned military science personnel.
- b. Suitable basic leadership subjects may be presented by senior cadets as a part of that section of the curriculum requiring development of a student's ability to instruct others.
- c. Substitute JROTC teachers (required, for example, by illness or emergency leave) may be provided from a substitute list of certificated JROTC teachers maintained in the Human Resource Services Division, Administrative/Operational Support.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



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