



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4197

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CATEGORY: **Instruction, Curriculum Design**

EFFECTIVE: **1-29-62**

SUBJECT: **JROTC Equipment and Facilities**

REVISED: **1-05-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing use, storage, and issuance of equipment and facilities in the Junior Reserve Officers Training Corps (JROTC) program.

B. LEGAL AND POLICY BASIS

1. Reference: Board policy: F-1500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Military Science Department, Summer School/Athletics/JROTC.
2. **Facilities.** The school district must make available necessary classrooms, administrative offices, office equipment, storage space, and other required facilities in an equitable manner comparable to other departments of the district.
 - a. **Classrooms.** Rooms must be designated for primary use as a JROTC classroom, include room-darkening blinds or curtains, and preferably have table-type student facilities rather than student-chair desks.
 - b. **Ranges.** Minimum 5-point, 50-foot, pellet firing ranges with suitable safety factors, lighting, and security are desired. Ranges must have suitable provisions for use as auxiliary classrooms.
 - c. **Storage and issue**
 - (1) Areas should be safe, well-lighted, dry, heated, and ventilated, should be provided with shelving, bins, clothing racks, and cabinets, as required, and should include suitable secured storage space for arms and ammunition.
 - (2) All windows must be securely barred or covered with heavy mesh screens. Doors must be reinforced and fitted with cylinder locks.
 - (3) Facilities must be separate and located away from those occupied by any other district department.

- (4) Determination as to adequacy, safety, and satisfactory nature of storage and issue facilities is at the discretion of the commander of the appropriate military service.
- (5) Administrative offices. Adequate office space and equipment must be provided, separate from range, storage and issue, and classroom facilities.

3. **Use of Facilities for Other than JROTC Purposes**

- a. **Classrooms.** Rooms may be used for other purposes as desired by the site principal, provided such use does not conflict with the JROTC program or violate security requirements. A factor to consider is that the JROTC program is not limited to regularly scheduled periods or to the normal school day. Promotion boards, make-up instruction, instruction rehearsals, meetings, and other activities require classroom use outside regularly scheduled class periods.
- b. **Ranges**
 - (1) Ranges may be used by other agencies with the concurrence of the site principal and military science specialist, provided there is no interference with the JROTC marksmanship program, and security requirements are not violated.
 - (2) If access to the range is through storage and issue areas, or if government property (such as weapons, audiovisual aids, or ammunition) is stored in a range, the military science instructor must be present when other personnel use a range.
 - (3) Each request must be considered separately on the basis of security, workload, and program requirements.
- c. Administrative offices or storage and issue facilities. Access is authorized only in the presence of assigned military science personnel.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

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F. REPORTS AND RECORDS

G. APPROVED BY

Superintendent of Public Education