



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4199

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CATEGORY: **Instruction, Curriculum Design**

EFFECTIVE: **1-29-62**

SUBJECT: **JROTC Transportation, Supplies, Equipment,
and Records**

REVISED: **1-05-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing transportation, supplies, equipment, and record requirements in the Junior Reserve Officers Training Corps (JROTC) program.
2. Field trips, transportation of students, and limitations are covered in Procedure 4585.

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. **Transportation** (Refer to Procedure 4585.)
 - a. **Military vehicles** sometimes are available for transporting students to and from scheduled functions. In all such cases, drivers are properly licensed and the move is supervised by military science personnel.
 - b. **School buses** are used to transport large groups of students to selected activities. Educational field trips using district funds are governed by district Procedure 4585. Some JROTC transportation requirements are funded by the military. In all cases, moves are supervised by military science personnel; the military science specialist follows appropriate procedures.
 - c. **Use of private cars**, including limitations, is covered in Procedure 4585. As far as possible, use of private cars is avoided; however, movement of small groups of students frequently requires use of private cars.
3. **Supplies and Equipment—United States Government**
 - a. **Issue.** Required uniforms, military equipment, textbooks, and certain instructional materials are issued by the appropriate military service.

- b. **Accountability.** Army-issued items are consigned to the San Diego Unified School District military property custodian (MPC). Items issued by the Air Force and Navy are consigned directly to school Air Force and Naval JROTC units. The district is responsible for care and safeguarding of government property; district reimbursement is required unless loss, damage, or destruction is without fault or neglect on part of the district, its employees, or any member of the JROTC unit.
- c. **Reimbursement by students**
- (1) **A cadet** shall make reimbursement for articles of government property lost, damaged, or destroyed through neglect by that cadet. If applicable, the student makes payment to the senior military science instructor and receives a receipt.
 - (2) **The senior military science instructor** either credits the lost item on the student supply record or issues a like item to the cadet and reimburses the appropriate military service.
- d. **Reimbursement by the district**
- (1) **Site military science instructors** are designated as assistant military property custodians responsible for monitoring, maintaining, and securing government property issued to the school unit.
 - (2) **The site principal** is responsible for recovery of government property issued to students at that school.
 - (3) **If property or equivalent funds cannot be recovered**, the senior military science instructor forwards to the MPC a summary of the circumstances and copies of all correspondence concerning attempted recovery. The MPC coordinates with the military science specialist to provide appropriate reimbursement to the Treasurer of the United States.
4. **Supplies and Equipment—District**
- a. **Issue.** The district provides the military science specialist with office equipment and administrative supplies necessary for proper conduct of the program and for preparation of instructional materials.

- b. **Accountability.** The military property custodian (MPC) is accountable and responsible to the district for issued supplies and equipment and for ensuring proper maintenance.

5. **Supplies and Equipment—Schools**

- a. **Issue.** The principal provides the senior military science instructor with office equipment and administrative supplies necessary for proper conduct of the program at the school.
- b. **Accountability.** The senior military science instructor is accountable to the principal for issued supplies and equipment and for ensuring proper maintenance.

6. **Supplies and Equipment—Personal Property.** Cadets are encouraged to provide some minor items such as a school braid and school activity braid. Any items provided by cadets become their personal property, but maintenance is required when worn with uniforms.

7. **Supplies and Equipment—Security of Property**

- a. **Government property.** Access is limited to assigned military science personnel and the military property custodian or his/her representative. Triple-lock protection is required for all sensitive items such as weapons, compasses, and optical equipment and for all valuable items susceptible to pilferage.
- b. **Keys**
 - (1) **Nonstorage areas.** Normal key security as prescribed by the district is adequate for such areas as classrooms and offices.
 - (2) **Storage areas (triple-lock).** Keys to locks that are part of a triple-lock system are restricted to two for each lock: one for the senior military science instructor, and one for the military property custodian (MPC). During summer vacation, after the senior military science instructor has returned supply responsibility to the MPC, both keys are retained by the MPC. Access by district maintenance personnel during summer months may be arranged by calling the Military Science Department.

8. **Student Records**

a. **JROTC permanent record card**

- (1) **The purpose** is to maintain cumulative records of individual students pertaining to personal data, academic grades, enrollment and promotion data, and progress potential.
- (2) **Permanent records** shall be retained in JROTC headquarters for five years after the student leaves a unit (army only). Records may be transferred to another JROTC unit *within the district* if the student transfers and enrolls in JROTC at a new school.
- (3) All legal and district requirements shall apply to JROTC records. Parent access to student records, including limitations on release of information, is covered in Procedure 6525.

b. **The student's supply record** maintains cumulative accountability for clothing and equipment issued to the student. When a student leaves the unit and all clothing and equipment are accounted for, the record is destroyed. A student's supply record may be transferred to another JROTC unit *within the district* if the student transfers and enrolls in JROTC at a new school.

c. **The signed parent approval form** for a student's enrollment in the JROTC program covers both on-campus and extracurricular off-campus activities.

D. **IMPLEMENTATION** (See Section C.)

E. **FORMS AND AUXILIARY REFERENCES**

1. Permanent Record Card.
2. Student Supply Record.

F. **REPORTS AND RECORDS**

1. Report of student damage or loss of government property, submitted by senior military science instructor to military property custodian upon occurrence (see C.3.b.-c.).

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2. Report of inability to recover government property issued to school unit or equivalent funds, submitted by site principal to military property custodian upon occurrence (see C.3.d.(2)).

3. See C.8. regarding student records.

G. APPROVED BY

Superintendent of Public Education