



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Curriculum Design**

SUBJECT: **JROTC Curriculum and Instruction**

A. PURPOSE AND SCOPE

1. To outline administrative procedures related to 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 JROTC personnel.
3. **Related Procedures:**
 - Junior Reserve Officers Training Corps, General 4195
 - JROTC Equipment and Facilities 4197
 - JROTC Program Activities and Supervision 4198
 - JROTC Transportation, Supplies, Equipment, and Records 4199

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 JROTC Program Manager; Office of College, Career and Technical Education, Instructional Support Services Division.
2. **Staff Assignment and Responsibilities**
 - a. **General**
 - (1) Management and responsibility for the district’s JROTC program is vested in the JROTC Program Manager. Specific course responsibility is exercised at each school by the Senior Military Science Instructor in cooperation with the principal. The JROTC Program Manager coordinates policy matters with the Office of College, Career and Technical Education; resolves any conflicts between school and JROTC Program requirements; and coordinates with Human Resource Services and the site administrator on instructor hiring, performance, and management.
 - (2) The JROTC Program Manager provides guidance and direction to Military Science Instructors at each school. In their academic capacity as JROTC instructors, Military Science Instructors are subject to institutional regulations pertaining to members of the faculty at the school to which they are assigned.

- (3) JROTC instructors must participate in all scheduled SDUSD JROTC competitions and events, unless otherwise coordinated with the JROTC Program Manager. The appropriate wearing of the military service uniform is required.
- b. **The JROTC Program Manager** is responsible for administering the JROTC program in accordance with military regulations, training programs, and policies. As head of the JROTC program, he/she is responsible to district authorities for conducting the program in accordance with district rules, policies, and procedures; and serves as the military adviser to the superintendent.
 - c. **The ROTC Assistant to the Program Manager** is the executive officer of the JROTC Program and is responsible for operations, administration, and coordinating activities assigned by the JROTC Program Manager.
 - d. **Senior Military Science Instructors** are responsible for ensuring that their assigned JROTC units adhere to the policies of the JROTC Program Management Office and to district and school policies and procedures. In the event of absence from the classroom by any JROTC instructor, the Senior Military Science Instructor will ensure that a copy of the SDUSD Absence Request form is submitted to the JROTC Program Manager. For Navy JROTC personnel, a copy of salary electronic fund transfer (EFT) must be submitted quarterly. All other service EFTs are submitted directly by respective headquarters.
 - e. **Military Science Instructors** assist Senior Military Science Instructors. In the event of absence from the classroom, a copy of the SDUSD Absence Request form must be provided to the Senior Military Science Instructor for forwarding to the JROTC Program Manager. For Navy JROTC personnel, a copy of the salary electronic fund transfer (EFT) must be submitted quarterly. All other service EFTs are submitted directly by respective headquarters.
3. **Duty Schedule**
- a. **The JROTC Program Management Office** 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 their respective school schedules, including additional time for JROTC after school programs, cadet administration, training, or extracurricular activities. In support of the JROTC after school program, JROTC instructors normally extend regular school days for a minimum of one hour, or during the time they participate in JROTC events and competitions

(except when duties require their presence elsewhere and are approved by the JROTC Program Manager).

4. **Courses.** Secretaries of the Army, Navy, Air Force and Commandant of the Marine Corps prescribe national standard courses of theoretical and practical character development, leadership, health and wellness, and physical education for JROTC units; a unit may not be established or maintained at a school without adherence to this prescribed course of instruction.
5. **Credit** applicable toward graduation is granted for completion of each semester of JROTC courses. Credit is granted in lieu of physical education credit or as an elective credit beyond those required physical education.
6. **Periods** must be scheduled to make it equally convenient for a student to participate in JROTC along with courses offered by other academic departments.
7. **Instruction**
 - a. Academic subject matter is presented by assigned JROTC personnel.
 - b. On a case-by-case basis, with Military Science Instructor supervision, some 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.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

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H. ISSUED BY



Chief of Staff