



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Curriculum Design**

SUBJECT: **JROTC Program Activities and Supervision**

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**A. PURPOSE AND SCOPE**

- 1. To outline administrative procedures governing Junior Reserve Officers Training Corps (JROTC) program activities and supervision.

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board policy: F-1500.
- 2. **Related Procedures:**
  - Junior Reserve Officers Training Corps, General ..... 4195
  - JROTC Curriculum and Instruction ..... 4196
  - JROTC Equipment and Facilities .....4197
  - JROTC Transportation, Supplies, Equipment, and Records ..... 4198
  - Performing Groups, 7-12 .....4375

**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. **Cadet Utilization**
  - a. **Service capacity**
    - (1) Upon approval of the principal, cadets in uniform may serve in such capacities as ushers at athletic, civic, or school events; they may *not* substitute for, or be assigned in lieu of, security personnel.
    - (2) A faculty member must be readily available to intervene in any situation where challenge of authority might arise.
    - (3) JROTC drill rifles will never be carried by cadets while performing in a service capacity.
  - b. **Exhibition.** Cadet units may participate in suitable school or civic events in the following capacities: parades; presentation or posting of national, state, or school colors; Drill Team demonstrations; and as school or unit representatives at civic or school luncheons or meetings.
  - c. **Approvals required**

- (1) **Activities involving travel.** The Senior Military Science Instructor will secure parental consent for each participating cadet.
- (2) **Special activities.** Approval of the Board of Education, Superintendent or his/her designee is required when an activity is beyond that authorized by district procedures. The site principal will submit a request for approval for separate school unit activities to the JROTC Program Manager for review and approval by the appropriate chain of command. The JROTC Program Manager will submit a request for approval for multiple-unit activities for review and approval by the appropriate chain of command.

### 3. **Annual Multiple-Unit Activities**

- a. **Drill Team competitions** (subject to academic eligibility rules):
  - (1) Regulation Drill (platoon/squad/individual).
  - (2) Best Drill Color Guard.
  - (3) Cadet Physical Fitness Competition.
  - (4) Fancy Drill Competition
- b. **The Cadet Ball** is held on a Saturday evening during Spring semester, with attendance by Cadet Club membership or by invitation; there is no expense to schools.
- c. **The JROTC Joint Brigade Review** is held in late May or early June and includes an awards ceremony and parade, with invitations extended to all principals, Board of Education members, superintendent and staff, civic and veteran group representatives, cadets and family members. There is no expense to schools.
- d. **The JROTC Cadet Picnic** is held in the Fall semester, on a Saturday from mid-morning to mid-afternoon, with attendance by Cadet Club membership or by invitation; there is no expense to schools.
- e. **Formal inspection** is conducted by representative of the appropriate military service to determine the viability of the program, support, facilities, and training; with all cadets required to be present. Invitations to the inspection are extended to the principal and senior ROTC representatives from local universities.

4. **The Cadet Club**, a JROTC student body organization composed of voluntary membership of cadets from all JROTC units and presided over by Cadet Club staff, annually presents the Cadet Ball, Cadet Picnic, and other approved activities. The JROTC Assistant to the Program Manager serves as faculty sponsor/adviser; the JROTC Program Manager must approve all activities.
5. **JROTC Cadet Ball Honor Court is comprised of** Cadet Club members of each school unit. Each elected king, queen, and first and second attendants, are presented at the Cadet Ball. Nominations are subject to the approval of the principal or designee.
6. **Supervision**
  - a. **Scheduled JROTC class periods** and any other scheduled activities, on or off campus, must be supervised by at least one JROTC instructor.
  - b. **Armed/Saber Drill Team equipment** will never be handled by students unless supervised by a JROTC instructor.
  - c. **Substitute supervision** will be provided by the JROTC Program Management Office upon request, in the event primary instructors are absent.

**D. IMPLEMENTATION** (See Section C.)**E. FORMS AND AUXILIARY REFERENCES****F. REPORTS AND RECORDS****G. APPROVED BY**

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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**

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Chief of Staff