



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Curriculum Design**

SUBJECT: **JROTC Equipment and Facilities**

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.

2. **Related Procedures:**

Junior Reserve Officers Training Corps, General.....	4195
JROTC Curriculum and Instruction.....	4196
JROTC Program Activities and Supervision	4198
JROTC Transportation, Supplies, Equipment, and Records	4199

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 JROTC Program Manager, Office of College, Career and Technical Education, Instructional Support Services Division.

2. **Facilities.** The district must make available to the JROTC program necessary classrooms, administrative offices, office equipment, storage space, and other required facilities in an equitable manner comparable to other district programs.

a. **Classrooms.** Rooms must be designated for primary use as JROTC classrooms. Classrooms must include appropriate information technology equipment, software and support for course curriculum that is provided to the district by the corresponding branches of the service. To enhance group-learning dynamics, table-type furniture rather than student chair-desks is preferred.

b. **Storage and issue**

(1) Areas should be safe, well-lighted, dry, heated, and ventilated; should include shelving, bins, clothing racks, and cabinets, as required; and should include suitable secured storage space for drill equipment.

(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 JROTC Program Manager.
- (5) Administrative offices. Adequate office space and equipment must be provided, separate from 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 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. Cadet activities, make-up instruction, instruction rehearsals, meetings, and other events may require classroom use outside regularly scheduled class periods.
- b. Administrative offices or storage and issue facilities. Access is authorized only in the presence of assigned JROTC personnel.

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

H. ISSUED BY



Chief of Staff