

BASIC INSTRUCTIONAL PROGRAM  
ELECTIVE INSTRUCTION

EHAD  
(REGULATION)

JUNIOR RESERVE  
OFFICER TRAINING  
CORPS (JROTC)

1. The Junior Reserve Officer Training Corps (JROTC) and National Defense Cadet Corps (NDCC) are national leadership training programs under the provisions of References (d) and (e). All aspects of these programs are the same except for funding. The JROTC program is cost-shared between the federal government and the Houston Independent School District (HISD), whereas the NDCC program is fully funded by the District. Public Law 88-647 extended JROTC to all military services. See Reference (f). The Army, Navy, and Air Force JROTC may be taken for either elective academic credit or physical education credit. The course may be taken in different semesters to satisfy both types of credit within the same academic year. For additional information regarding elective academic and physical education credit, see References (a), (b), and (g).

The JROTC cadets of all HISD high schools are also known as the Corps of Cadets. The objectives of the Army, Navy, and Air Force JROTC instructional programs are to:

- Promote and encourage citizenship;
- Strengthen self esteem;
- Develop leadership potential;
- Improve physical fitness;
- Promote high school completion; and
- Provide incentives to live drug free.

CONTRACTUAL  
AGREEMENTS

2. HISD and military branches contractually enter into agreements according to References (h), (i) and (j) regarding the following:
  - Establishment of JROTC programs at designated school campuses;
  - Provision of military instruction;
  - Assignment of and professional development for JROTC instructors;
  - Regulations regarding professional conduct, personnel authorization, and military uniforms;
  - Adherence to a policy of nondiscrimination;
  - Enrollment of physically fit students;
  - Provision of space and equipment; and

- Care and use of government property, including assignment of a military property custodian and compliance with provisions pertaining to bond or insurance for government property.

Additional information may be found on the JROTC Web site at <http://www.houstonisdjrotc.com/index.html>.

COMMAND CHANNELS  
AND RESPONSIBILITY

3. Retired military personnel are employed by HISD to conduct the JROTC program. Command responsibility for the JROTC instructional program in HISD is vested in the director, JROTC programs. This responsibility is exercised through the senior army instructor, senior naval science instructor, or the senior aerospace science instructor assigned to each school as appropriate. In each school, command responsibility is exercised in cooperation with the principal. The director, JROTC, coordinates all matters with the District, and through this channel resolves all cases of conflict between school guidelines and Army, Navy, or Air Force requirements. In their military capacity and in the conduct of the JROTC instructional program, military personnel at each school are subordinate to the director, JROTC, and subject to his or her directives. In their academic capacity, JROTC instructors are also subject to regulations pertaining to other members of the faculty and instructional staff of HISD and their respective campuses.

JROTC UNIT FUNDS

4. The JROTC Unit Fund is a fund generated by revenue-producing activities of each JROTC unit and is intended for the purchase of supplies and equipment not otherwise available through the Army, Navy, Air Force, or school channels. No revenue-producing activity will be engaged in until the principal has given written approval. All funds generated by activities of the unit must be recorded in the account record and immediately deposited with the school financial clerk. Funds will not be kept overnight in the safe or any other container in the JROTC facility. All expenditures from this fund must be approved by the principal. The receipts for expenditures must be placed in the fund records and the purpose for expending the funds must be clearly indicated in the account record. Any payment from the fund must be made by check through the school financial clerk directly to the vendor. The JROTC instructor is not the custodian of any fund nor can he or she obligate any part of any fund without the consent of the principal or designee. When a soft-drink machine has been authorized for the unit by the principal, commission payments by the District-approved vendor will be made directly to the school JROTC Fund as the principal directs and not to the instructor.

FAMILIARIZATION  
PROGRAM

5. The senior army instructor, senior naval science instructor, or senior aerospace science instructor is responsible for conducting a Familiarization Program at the following places:
- Designated middle schools called vertical team schools; and
  - Designated Parent-Teacher Associations (PTAs) or Parent-Teacher Organizations (PTOs) of vertical team schools.

The middle schools and the PTAs or PTOs will be designated by the respective high school principals. The appropriate senior instructor will submit a written report to the office of the director, JROTC, ten days after the date of the presentation listing dates, time schedules, each school visited, the type of program presented, the number of attendees, and responses. The program should be conducted as a JROTC program only and should not be conducted in conjunction with other presentations by visiting high schools, unless prohibited by the respective high school principal. The instructor responsible for the presentation will cooperate with the principal of each vertical team school and the president of the PTA or PTO to establish the dates for the presentation. The guidelines for presenting the Familiarization Program are:

TIME

- a. The program is conducted during the second semester of the school year, prior to the grade 8 student making his or her four-year plan for high school.

LESSON PLAN

- b. A lesson plan for JROTC or NDCC is furnished to each school to be used as a guide in preparing for this program.

DRESS REHEARSAL

- c. The program should be rehearsed prior to the actual presentation. The office of the director, JROTC, should be notified by telephone three days in advance of the final rehearsal, which may be monitored by the director, JROTC or designee.

OTHER ROTC  
PRESENTATIONS

- d. The presentation of the Familiarization Program is mandatory but does not prohibit the senior army instructor, senior naval science instructor, or senior aerospace science instructor from conducting other programs.

LETTER TO  
PARENTS

- e. The senior army instructor, senior naval science instructor, or senior aerospace science instructor will mail a letter to the parents of each incoming student opting for JROTC on the four-year plan.

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| PROGRESS<br>REPORT                | f. The instructor must submit a written report concerning the progress of the Familiarization Program to the director, JROTC, by the first of May.   |
| CADET<br>ADMINISTRATION           | 6. Cadet enrollment requirements and exceptions to these requirements are listed below.  |
| GENERAL<br>REQUIREMENTS           | a. Cadets must be: <ul style="list-style-type: none"><li>• Enrolled in and attending a regular full-time course of instruction at the school;</li><li>• In grade 9 or above;</li><li>• Of good moral character and conduct; and</li><li>• Medically fit to undergo all prescribed training as outlined in the program of instruction.</li></ul> <p>The population of students assigned to the JROTC department must be within the Instructor to Student ratios established by Military Service Regulations and those specified in contractual agreements with HISD.</p>    |
| EXCEPTIONS                        | b. Students who are ineligible for enrollment may be authorized by the principal to pursue the JROTC course of instruction under the following conditions: <ul style="list-style-type: none"><li>• The student load must be within the capability of the JROTC instructions; and</li><li>• There must be no loss of effectiveness of JROTC instruction and training.</li></ul> <p>Students who have only two years of senior high school to complete, but are otherwise qualified, may be enrolled in the military program.</p>  |
| MILITARY TRAINING<br>CERTIFICATES | 7. In accordance with the Department of Defense's instructions, JROTC units will provide certificates of training that evidence successful completion of two or more years of the JROTC program. See Reference (c). These certificates should be presented at the graduation exercise or during an appropriate ceremony. Each training certificate will reflect the number of years completed and will be annotated with the senior instructor's recommendation for Advanced Placement upon enlistment in an armed force or admission to a Senior ROTC program as follows: |
| ACTIVE AND<br>RESERVE STATUS      | a. A student presenting evidence of successful completion of at least two academic years of JROTC under any military department is entitled to advance promotion to the  |

- grade of no less than E-2 on initial enlistment in an active or reserve component of a military service. At their discretion, the military departments may award the grade of E-3 for successful completion of three academic years of JROTC.
- SENIOR RESERVE OFFICER TRAINING CORPS
- PLACEMENT CREDIT
- CLASSIFICATION OF STUDENTS
- QUALIFICATIONS FOR PROMOTION
- LEADERSHIP
- RESPONSIBILITY
- STANDARDS
- SCHOLASTICS
- b. A student presenting evidence of successful completion of three academic years of JROTC may be entitled to not less than one year of credit in a Senior ROTC program.
- c. When approved by the principal and the senior instructor at the school, students who complete three years of JROTC training are eligible to receive placement credit in their first and second military service years of college ROTC. The determination of whether credit will be granted is the prerogative of the professor of Military Science of a Senior ROTC program.
8. Cadets are classified according to the Leadership Development, Naval Science, or Aeronautical Science year (i.e., first, second, third, and fourth year). A cadet will not be advanced to the next higher JROTC training year until he or she has satisfactorily completed the preceding year.
9. The holding of any rank or grade in the JROTC is an honor and a serious responsibility. Each promotion incurs responsibilities associated with the military rank or grade of the cadet; therefore, only the best qualified cadets will be considered for appointment and promotion. The minimum requirements are as follows:
- a. The cadet must have clearly demonstrated leadership qualities in ROTC and in other phases of school activities.
- b. The cadet must have demonstrated the capacity to assume the responsibilities associated with the next higher grade.
- c. The cadet must have demonstrated high standards of discipline, efficiency, and demeanor.
- d. The cadet must have attained and maintained the following grade point averages for all academic work:
- At least 2.25 for officers; and
  - At least 2.0 for noncommissioned officers or petty officers.

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GRADE STRUCTURE  
AND RECORDING

10. All instructors will adhere to the grading system employed in their respective schools. Examinations are normally given during each grading period and at the completion of each semester. Each JROTC instructor will maintain a class record book and issue a weekly achievement grade to each cadet. Grades will be recorded on the student record card in accordance with the grading system of the respective campus and HISD.

CONSULTATION

11. This regulation does not require consultation.

MAINTENANCE  
RESPONSIBILITY

12. The assistant superintendent, School Support Services, is responsible for maintenance of this regulation.

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REFERENCES:

- (a) Board Policy EIF(LOCAL)
  - (b) Board Policy EIF(EXHIBIT)
  - (c) Department of Defense Instructions 1205.13
  - (d) National Defense Act of 1916 §40a
  - (e) National Defense Act of 1916 §55c
  - (f) Public Law 88-647
  - (g) Secondary School Guidelines
  - (h) Title 10, United States Code Section 2031
  - (i) School District/Military Service Contracts for JROTC Programs
  - (j) Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit
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