



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

## COOPERATIVE AGREEMENT

BETWEEN

THE CALIFORNIA CADET CORPS

AND

Clarksville Charter School

---

(SCHOOL NAME)

1. Purpose. To provide information, expectations, and requirements of the establishment of a California Cadet Corps (CACC) Unit/Program at the above-named school.
2. Authority: sections 500-520.1 and 530 and 531 of the California Military and Veterans Code
3. Reference: CR's: 1-2, 1-3, 1-9, 1-10, 1-11, 3-1, 4-2 <https://cacadets.org/Regulations>

### General Dispositions:

1)The CACC program becomes official at an institution when both parties, the institution and the CACC jointly agree in the establishment of the program AND Activation Orders are published.

2) Each unit (school site) must agree to maintain the minimum enrollment of no fewer than 25 cadets within the first year of standing up the unit and:

Meet prescribed standards and criteria as set forth by CR 1-9

Provide a course of military instruction as outlined in CR 3-1.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

- 3) School Sites must make available, for the CACC unit's use, adequate classrooms, administrative offices, office equipment, storage space, drill field, transportation, telecommunications, and required facilities in a fair and equitable manner in comparison with other elements of the institution and pay the costs of utilities and maintenance for these facilities.
- 4) The school agrees to follow all CACC regulations and procedures.
- 5) The school agrees to run the program for a minimum of three (3) years.
- 6) The school agrees to allow cadets and commandants to wear CACC approved uniforms, minimum once a week for inspection purposes.
- 7) All other cadet uniforms created by the school will comply with cadet regulations - or by approval of HQCACC.
- 8) School will allow, onto campus, official CACC representatives to conduct inspections and assist facilitating the program during regular business hours.
- 9) School will arrange to have a preponderance of cadets available to support the Annual General Inspection, as well as an administrator ready to meet with the Inspectors on an appointed date and time.
- 10) HQCACC will provide the main source of curriculum for the program
- 11) HQCACC agrees to provide training equipment, however, this in no way precludes schools or districts from purchasing additional equipment.
- 12) HQCACC agrees to assist in the funding of regional competitions and leadership programs.
- 13) HQCACC agrees to provide professional development training to commandants, administrators, and other educators belonging to a program or Small Learning Community (SLC/PLC).
- 14) All stipulations in this agreement are conditional in relation to the fiscal budget or monetary funding by either the state or district for either parties.

-

**Credit and Accreditation**

- 1) A school that desires to participate in a CACC program must maintain current full accreditation by the Western Association of Schools and Colleges (WASC) if applicable.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

2) Cadets may receive academic credit for the Cadet Corps class to fulfill graduation requirements as authorized by local board policy. Generally, cadets in their first year of enrollment receive credit for a course entitled Military Leadership 9-12(grade) A/B (semester). Cadets in their second and subsequent years earn credit for a course entitled Military Leadership 2A/B, 3A/B and so on.

3) Cadets may, with the approval of the commandant and school administration, enroll in more than one period of Cadet Corps and receive credit for different requirements (Physical Education, Elective, Career Education, Vocational, etc.), but they may not take classes at different levels simultaneously.

4) Credit given for the required courses of instruction must maintain the standards prescribed by the CACC and its regulations/curriculum.

5) The School agrees to allow cadet performance data, such as GPA, attendance, college-acceptance, discipline, and physical fitness assessments on cadets be collected to assess the CACC program effectiveness.

**Student Materials, Equipment, and Events:**

1) **Equipment and materials** will be provided to CACC units as state funding levels permit. Examples of such equipment may include, but are not limited to, the following: uniforms, uniform accessories and accoutrements, varied instructional materials, and other equipment deemed necessary to assist in the support and conduct a CACC program. Other equipment may be provided for the program. The HQCACC, budget permitting, will provide the following:

a) Limited Color Guard and Drill supplies, Classroom Flags and display equipment.

b) The CACC will transport uniforms and equipment to the school site.

2) The school will provide for other functional materials to cadet courses that are normally distributed to other classes in order to operate a basic learning environment that is specific to the program, i.e. pencils, paper, white board markers, copy paper, staplers etc.

3) **Events** conducted at the local, regional or state, are critical to the success of the program. Cadet Corps units typically participate in a number of events each school year, please view CR 1-9 section 5.3 for various examples. The relationship of staffing and responsibility of participating groups are situational and shared to varying degrees by both the CACC personal and school personnel.

a) Transportation to/from local events are primarily the responsibility of individual schools. Commandant personnel are encouraged to provide information to school site administrators about anticipated costs for transportation well in advance of their incurrence and within district guidelines.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

- b) Depending on cadet participation numbers, the CACC will provide transportation to and from state activities- including the Summer Encampment.
- c) School districts may establish and implement policies regarding academic eligibility for cadet participation in such events and activities. However, commandant input to such policies is recommended.
- d) School administrator authorization and parent permission must be obtained before cadets are allowed to participate in any activity off campus or for extended periods outside the school day.
- e) Prearranged trips and transport requests that are submitted by commandants at the annual Commandant Conference will be considered for funding by the CACC. Cost of all other trips and transport incurred by the unit will be paid for by the school with the exception of point “b” above.
- f) Schools will provide cadets with liability insurance to the same extent and in like manner as provided other students (in all aspects to include extracurricular activities). The CACC also provides excess liability for its members and cadets.

**Facilities:**

- 1) The School site will provide adequate classroom space as needed for the number of students enrolled in the largest class of the California Cadet Corps (CACC) program. Classrooms should contain adequate desks, audiovisual equipment, teacher’s desk(s), etc. for the anticipated enrollment.
- 2) **Administrative Offices.** The CACC program requires commandants to conduct a variety of administrative functions, including personnel record keeping, supply management, etc. Sufficient dedicated office space for these functions is generally equal to a minimum of 150 square feet in unit with enrollments between 32-100 cadets and 250 square feet in units with enrollments between 101-250 cadets. Units with larger enrollments require proportionally larger administrative space.
- 3) **Computers/Printer.** At least one dedicated computer or laptop for administrative functions, printer with adequate supply of ink/toner, as well as classroom sufficient computers for online promotion testing or staff work with proper local data/WIFI accessibility.
- 4) **Storage space.** Adequate locked space is needed to store uniforms and other equipment commensurate with the number of anticipated cadets enrolled in the program. Storage must allow for security of state property. Provisions of suitable safeguards for State property are as prescribed in CR 4-2.
- 5) **Drill Area.** Cadets require a flat, unobstructed surface of no less than 30 yards by 50 yards to conduct drill and ceremonies. This surface can easily be shared with other classes on a rotating basis to be negotiated between the CACC Commandant and other teaching personnel. Larger units will, by nature, occupy and require more space.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

6) **Telecommunications.** Commandants should have access to a phone line. Phone services are required because of the after school and weekend nature of events conducted by the CACC.

7) **Facilities access.** Given the fact that CACC units typically practice after school and in the evening and weekend hours for competitions, access to necessary security codes, keys, passes, gates, classrooms, buildings, etc. is necessary.

**Instructors, Staff and School:**

The success of the California Cadet Corps (CACC) Program depends upon qualified and motivated instructors. The CACC will assist with locating and recruiting potential commandants, but the school hires and supervises the employees. The CACC will train, promote, inspect yearly, pay drill stipends, and facilitate certification through CTE for appointed Commandants.

**1) Authorized instructors.**

Only instructors with appointments in the CACC and with the Designated Subjects Special Subjects Basic Military Drill Credential or JROTC Drill Credential will conduct the CACC program as required by the Commission on Teacher Credentialing; These instructors are subject to the provisions of CACC regulations. Schools are allowed one year, with the approval of the principal, to have a provisional instructor that does not meet the above criteria to act as an interim instructor for the specific purpose to train or acquire a qualified commandant for the existing program.

**2) Relationship between instructors and schools.**

a) **Commandants:** The school or school board is the employing agency of Commandants. They are responsible to the Principal and are governed by district and school policy, employment contracts, and CACC regulations.

b) **Assistant Commandants / Volunteers:** Volunteers and Assistant Commandants (volunteers who achieve appointment in the CACC) are critical to a successful program (transportation, chaperones, administrative support, etc.). These personnel are school volunteers and are governed by that institution's rules and regulations. In addition to school/district policy compliance, Commandants are responsible for their supervision and must ensure they comply with the Cadet Protection policy while at CACC events.

c) **Cadet Instructors:** This is a cadet leadership program and cadets are expected to instruct junior cadets in elements of CACC curriculum. This instruction is performed under the guidance and supervision of the Commandant, Assistant Commandant, or substitute teachers when required.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

**3) Substitute Coverage for official Events/ Activities.**

Participation in cadet activities, trips, or events, as well as participation in CACC-sponsored professional development seminars during school time, may require schools and school districts to pay for substitute coverage for CACC Commandants. This is handled as any school educator requiring time for a like purpose.

**4) Salary, Drill Pay, Stipends and Insurance.**

a) Schools/Districts shall pay certificated-Commandants a salary that is commensurate with similar positions.

b) Certificated Commandants are eligible for CACC “drill pay” which is essentially a stipend for CACC activities or requirements occurring out of the normal school day. Drill Pay is subject to performance requirements, separate from school employment, governed by California Military Department regulations, and not subject to school/bargaining unit agreements. This stipend is considered separate from any state duties the Commandant may perform.

c) At the discretion of local school authorities, individuals employed as Commandants may be paid stipends for coaching after school activities and/or for supervising cadets on weekend and outside-of-school-time activities. Such stipends are solely at local school expense. If these stipends are paid, drill pay will not be issued.

d) Though the CACC carries insurance, it is expected that Commandants are to be provided with the same liability insurance as to the extent as is provided to coaches and other teachers through the school for school sponsored activities or duties.

**5) Maintaining and clearing the Military Drill Credential.**

As with all CTC Credentials, the individual instructor is responsible for obtaining and maintaining the proper coursework and following CTC procedures to obtain a credential. This includes the clearance of their Preliminary Drill Credential (5 years from issuance of preliminary credential). The program will assist in this venture but is not responsible for the attainment of qualifications or documentation.

**6) Professionalism by the Commandant.**

a) Commandants are the employees of the school or District and are therefore governed by all rules and regulations stipulated by that body.



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
 CALIFORNIA CADET CORPS  
 10 Sonoma Ave, Bldg. 1301  
 Camp San Luis Obispo, California 93405

- b) School principals are the direct supervisor in the commandant’s professionalism, performance, and appearance in accordance to the rules and regulations of both the school and the CACC.
- c) The administration is encouraged to contact HQCACC to assist in any concerns with the governing of the instructor and or program.
- d) This is a military program and the Commandant should wear a uniform in compliance with Cadet Regulation 1-3. Generally, this means on cadet uniform days, the Commandant should also be in uniform.

**Cooperative Agreement Stipulations**

- 1) That this cooperative agreement will be effective when the authorities of this school have been notified officially that the CACC has approved the activation of a CACC unit on the date specified by that notification.
- 2) That the CACC will have the right at anytime to withdraw approval and authorization of any personnel employed by the school pursuant to CR1-10. . Such a withdraw of authorization of any personnel employed by the school, will require the decertification of the individual from the CACC program.
- 3) For functionality, if the CACC program at the school is not reaching standards or expectations as set forth by the Annual General Inspection (AGI). That HQCACC reserves the right to place said unit on probation (see CR-1-9 section 2-8 through 2-11). Failure to correct deficiencies of said issues and the inability to rectify the issues will or may lead to the disestablishment of the unit.

**FOR THE SCHOOL:**

DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_

TYPED NAME AND TITLE

\_\_\_\_\_

SIGNATURE

**FOR THE CALIFORNIA CADET CORPS:**

DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_

TYPED NAME AND TITLE

\_\_\_\_\_

SIGNATURE



STATE OF CALIFORNIA- MILITARY DEPARTMENT  
 CALIFORNIA CADET CORPS  
 10 Sonoma Ave, Bldg. 1301  
 Camp San Luis Obispo, California 93405

The following details are part of the Cooperative Agreement

**Agreement regarding facilities to be provided for use of the CACC,  
 without expense to the CACC or Military Department**

The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the CACC program, without expense to the CACC or Military Department. Phrases such as: "as needed," "as required," "TBD," etc. will not be used in describing the following:

1. OFFICES

2. STORAGE ROOMS

NO. OF ROOMS	SIZE	BLDG. IN WHICH LOCATED	EXCLUSIVE OR JOINT	NO. OF ROOMS	EXCLUSIVE OR JOINT USE
				1	joint

NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and provided with securable shelving or cabinets as per CR4-2

3. CLASSROOMS

NO. OF ROOMS AND BLDG	SEATING CAPACITY	EXCLUSIVE OR JOINT USE/ NOTES
1	virtual	hybrid (virtual class instruction), outdoor drill & ceremony

NOTE: Classrooms must be adequately lighted and ventilated and be provided with standard equipment. If joint use is specified. Rooms must be available for CACC classes when scheduled.

4. OUTDOOR DRILL AREA

SIZE (L x W)	Will be available to the program as follows:

ADDITIONAL NOTES AND CONDITIONS OF FACILITIES





STATE OF CALIFORNIA- MILITARY DEPARTMENT  
CALIFORNIA CADET CORPS  
10 Sonoma Ave, Bldg. 1301  
Camp San Luis Obispo, California 93405

OTHER TERMS, CONDITIONS, OR AMMENDMANTS SET BY BOTH PARTIES AT THE  
INITIAL AGREEMENT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

PLEASE TYPE OR PRINT LEGIBLY IN BLUE INK

Signed for the school and date

Signed for the California Cadet Corps and Date