

**CORTEZ NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS
EXCESSIVE NON-DRESS REPORT FOR WEEKLY UNIFORM REQUIREMENT**

STUDENT NAME: _____

STUDENT ID #: _____

NJROTC CLASS PERIOD: _____

TEACHER: _____

The NJROTC uniform is an important element in the morale, pride, discipline and effectiveness of the NJROTC program in our school. It is important for NJROTC cadets to maintain a high standard of dress and personal appearance. It is Navy JROTC program policy that cadets wear their uniform as prescribed by the instructor on a weekly basis. If a student is absent on uniform day, he or she is expected to wear the uniform the first day he or she returns. A non-dress is considered to be a violation of classroom procedure and is handled in the following way:

- First non-dress** Warning issued.
- Second non-dress** Parent informed of NJROTC Non-Dress & due process procedures. Detention assigned.
- Third non-dress** Excessive Non-Dress Report sent to Assistant Principal Discipline and Attendance (APDA) and the Cadet's NJROTC class is closed pending parent/student conference. Student assigned a Saturday detention by the APDA.
- Fourth non-dress** Cadet's NJROTC will be dropped (disenrolled) with loss of credit.

NON-DRESS PROCEDURE (PER SEMESTER)

1st NON-DRESS Date: _____ Warning issued. Cadet will be counseled by the Naval Science Instructors on uniform policies and due process procedures for all subsequent non-dress.

Cadet's Signature _____ Date: _____

Instructor Signature (SNSI/NSI) _____ Date: _____

2nd NON-DRESS Date: _____ Parent/guardian will be informed of non-dress incident and due process procedures. Cadet will be assigned a detention in classroom 548. The cadet will develop a plan of action during the detention to correct behavior.

Detention date: _____ Cadet Signature _____

Detention served: Yes ___ No ___ Instructor's Signature (SNSI/NSI) _____

Parent/Guardian Notification: _____ Home Phone _____ Date: _____

3rd NON-DRESS Date: _____ The teacher will send the cadet and non-dress report to the Assistant Principal Discipline & Attendance (APDA). The cadet's NJROTC class will be closed pending a parent/student conference and a Saturday detention will be assigned. If parents are unable to meet with school officials expeditiously, they may make an appointment and the cadet may be returned to class pending the result of the scheduled conference. APDA will return white copy of this form to the naval science department. Behavior Referral sent on: _____.

Cadet Signature _____ Saturday Detention Assigned on: _____

APDA's Signature: _____ Date: _____

4th NON-DRESS Date: _____ The teacher will send the cadet and non-dress report (white copy) to the Assistant Principal Discipline & Attendance. The student will be removed from class enrollment.

Cadet Signature _____ Behavior Referral sent on: _____.

APDA's Signature: _____ Date: _____ Date dropped from NJROTC: _____.

COPY DISTRIBUTION

- White -Asst. Principal, Discipline and Attendance
- Yellow - Teacher
- Pink – Student Copy (2nd Offense)
- Gold – Student Copy (1st Offense)