



**Notre Dame High School**  
**NJROTC CADET HANDBOOK**

**NOTRE DAME NJROTC  
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UTICA, NY 13502**

From: Naval Science Instructors, Notre Dame  
To: Notre Dame NJROTC Cadets and Parents/Guardians

**Subject: CADET STANDARD OPERATING PROCEDURES (SOP) HANDBOOK**

1. As members of the Notre Dame NJROTC Unit, you are expected to conform to high standards of military bearing, appearance, customs, and courtesies. These standards are higher than those expected of the general Notre Dame population and are, in part, what makes this a distinctive organization. Your willingness to conform to these standards will directly affect your success and the overall success of the unit.

2. This handbook contains general rules, regulations and procedures that apply to our unit. It cannot possibly provide detailed instructions for every situation, but rather should serve as a guide or set of minimum requirements. If/when situations arise that are not covered by this document, cadets are expected to use initiative, good judgment, common sense, or question: Is it safe? Is it ethical? Is it legal?

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**NOTRE DAME NJROTC**  
**CADET OATH**

**I am a Notre Dame NJROTC Cadet**

**I am a patriotic, informed, responsible citizen**

**I respect those in position of authority**

**I support our Armed Forces and our Veterans**

**I embrace the Navy's core values of  
honor, courage, and commitment.**

**I am committed to excellence and equality.**

## **ELEVEN GENERAL ORDERS OF A SENTRY**

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from posts more distant from the guard house than my own.
5. Quit my post only when properly relieved.
6. Receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post and to allow no one to pass without proper authority.

## **CLASSROOM PROCEDURES (RITUALS AND ROUTINES)**

**DISCUSSION.** These rituals and routines are designed to:

- Enhance the learning experience and classroom environment.
- Stress the teaching of self-discipline, self-confidence, teamwork, leadership, and organization.
- Contribute to achieving and maintaining high standards of discipline, citizenship, and self-respect demanded of students in this program.
- Aid cadets in developing positive personal behavior habits and characteristics.

**WEEKLY CLASS ROUTINE.** Generally, the weekly (six-day week) routine will consist of three (3) academic days, one (1) physical fitness day, one (1) uniform inspection day and one (1) lab/study hall day.

1. Prior to ringing of the tardy bell, cadets will stand at “parade rest” by their desk with their NJROTC notebooks placed on the upper right hand corner of their desk. In order to be considered “on time”, be standing at parade rest behind their desk prior to the tardy bell.
2. When the period commences, the senior cadet will call, "Attention to Muster" and, under supervision of the NJROTC instructors, take muster. If the senior cadet is not present, the next highest ranking cadet will ensure a proper muster is taken. Cadets will stand at attention and maintain silence during muster. When a cadet's name is called the proper response is a loud "here, sir or ma' am". The senior cadet will lead in the Cadet Oath, followed by Do It Now (DIN) exercise. The senior cadet may delegate mustering duties to a junior cadet.
3. Following a formal muster and DIN, the senior cadet will call “Seats” all cadets will respond with “Seats eye, sir or ma’am” and all cadets will diligently sit in their assigned seats. Cadets are expected to sit straight; head and eyes to the front, feet firmly on the deck until the senior cadet gives the command "adjust".
4. Cadets are to sit properly in their assigned seat. Chairs/Desks will remain with all four legs on the deck at all times. Cadets' feet will remain on the deck, not on chairs and/or desks. Books and supplies are to be stowed under the seats. No drinks or food are to be brought into the classroom.
5. Cadets are responsible for providing all needed classroom supplies. Don't report for class without black pens, paper, planner/calendar, etc.
6. Sleeping is not allowed in class at any time. If your head is down on the desk, you are considered sleeping. If you need to, stand up in back of the room to stay awake.
7. Cadets are required to attend academic sessions, complete reading assignments/homework, and complete tests and quizzes on the naval science curriculum. It is each cadet’s responsibility to make-up missed course materials and evaluations due to absences during academic days.
8. Each cadet is fully capable of receiving a "100" each marking period. Whether cadets earn a "100" in NJROTC is up to the individual! Grades are constantly updated by the school’s computer grading software (TeacherPlus) in the SNSI/NSI's computer. Grades are further discussed in the Grades section of the handbook.

Everything discussed, lectured, practiced, or viewed is testable. A failing final grade in NJROTC will result in denial of enrollment in NJROTC for the following years.

9. In addition to the computed grade, if a cadet does not wear his/her uniform correctly (the entire day) on inspection day, he/she will receive a "zero" for that weeks' inspection grade.

10. NJROTC cadets must maintain proper grooming standards in order to receive a passing grade. The NJROTC program requires cadets to wear the prescribed uniform and meet specific grooming standards. Failure to comply with these standards will result in a failing grade. Additionally, cadets are expected to set the example for proper dress and standards on non-uniform days in accordance with Notre Dame dress code.

11. The SNSI/NSI office is "OFF LIMITS" to all cadets. Cadets may enter the office only on official business or when requested by the SNSI/ NSI. To enter the office, **KNOCK 3X; MAKE YOUR REQUEST; ENTER ONLY WHEN DIRECTED.** The Commanding Officer (CO), Executive Officer (XO), and Command Master Chief (CMC) will only request permission to enter the SNSI/ NSI office the first time each day. This will prevent numerous interruptions.

12. Administrative and supply spaces (including uniform/color guard storage areas) are for official business only. Only Unit Staff members may be present unless asked to enter for the purpose of conducting unit business. There will be no admittance of non-NJROTC students in these spaces without prior permission from an instructor. There will be **NO EATING in NJROTC spaces.**

13. With the exception of lecture sessions, when any adult or the Notre Dame NJROTC Commanding Officer, enters the classroom, the first cadet who sees the individual will call, "Attention on deck", loud and clear. All cadets will come to "Attention" and remain until told to "carry on".

14. All rules contained in the Notre Dame Student Handbook will be strictly enforced. All differences of opinion with regard to interpretation of specific rules will be referred to the SNSI for resolution. NJROTC can make rules more stringent than set forth by Notre Dame Jr/Sr High School, but will never relax a rule set forth by Notre Dame Jr/Sr High School.

15. The following are expected of all cadets in the NJROTC Program. Failure to comply will result in disciplinary action. **All cadets shall:**

- a. Follow all school rules and regulations throughout the day. We lead by example.
- b. Refrain from profanity, sexual innuendo, obscene material, smoking, drugs, alcohol, and other similar types of activities.
- c. Sitting on desktops or resting feet on furniture is prohibited.
- d. Do not leave personal items in any NJROTC space without instructor approval. This includes NJROTC books and notebooks.

- e. Avoid fraternization, overt displays of affection, boisterous language, “horseplay,” and other inappropriate or childish antics in and around NJROTC spaces. This is especially important when in uniform.
- g. Meet deadlines promptly. Missing deadlines causes severe problems for the Unit and may affect a cadet’s ability to participate. Missing deadlines will also have an adverse effect on grades, promotion, and/or awards.
- h. Be a role model to all Notre Dame students in anti-drug, anti-bullying, and anti-hazing behavior.
- i. Recite, with my class, the Cadet Oath daily.
- j. Be mindful of all social media interactions so as not to bring discredit to myself, Notre Dame NJROTC or my community. Naval Science Instructors are not to be included in any photos that are placed on social media without the prior permission of the instructor.
- k. Actively participate in annual Memorial Day, St. Patrick’s Day and Veteran’s Day Parades. These parades provide positive recognition to the school, the unit and yourself.

## UNIFORM REGULATIONS

1. Cadet uniforms are to be worn with pride. It is the uniform of the greatest Navy the world has ever known. When in uniform, your actions reflect upon yourself, your unit, and the United States Navy. If you cannot wear the uniform properly or conduct yourself in an appropriate manner while in uniform, you should reconsider your decision to be a part of this unit.
2. All cadets are subject to the Uniform Regulations as prescribed in the Cadet Field Manual.
3. Cadets will be expected to wear their uniform once per six-day cycle as prescribed by the SNSI/NSI. Uniform wear is a graded evolution. The following applies to the issue, wear, and responsibility for NJROTC uniforms:

a. Uniform Issue:

Each cadet will be loaned, without charge, all uniform articles except underclothing. Cadets will be issued a clean uniform and are expected to maintain this uniform in a clean and neat condition. Any cadets not returning must return all uniform items by the end of the last day of school after being professional dry-cleaned. No items will be returned unless they have been dry-cleaned. Each cadet will sign an issue form upon receipt of uniform articles. Each cadet will ensure that this form is an accurate inventory of what they actually have; the Cadet Supply Officer will keep it on file and the individual cadet will be responsible for all items (or the cost of same) issued. Each cadet is responsible for approximately \$585.00 worth of uniforms.

b. Proper Wear:

- Always wear a **complete** uniform.
- Uniform will be worn the entire day.
- Covers will not be worn while in classrooms except for NJROTC personnel inspection.
- No articles such as pens, combs, and buttons shall be exposed when in uniform.
- Jewelry, watches, rings, earrings, hairstyles, and haircuts shall conform to those specified in the Cadet Field Manual.
- No facial hair is authorized.
- Keep hands out of your pockets.

**IF A CADET IS ABSENT FROM SCHOOL ON UNIFORM DAY, HE/SHE MUST WEAR HIS/HER UNIFORM WITHIN THREE SCHOOL DAYS AFTER RETURNING TO SCHOOL TO GET CREDIT, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE SNSI OR NSI. UNIFORM MAKE UP DAYS WILL NOT BE PERMITTED FOR UNEXCUSED ABSENCES.**



## UNIFORM CARE INSTRUCTIONS

The uniform will always be worn in a meticulously clean condition. Your good care of all uniform items will ensure future cadets access to clean uniforms in excellent condition. All cadets will receive training during Basic Leadership Training (BLT).

- A. Black Pants: Machine wash in warm water on permanent press cycle. DO NOT BLEACH. Dry on permanent press cycle, remove immediately and hang up. Iron on low heat. Should be hung on hanger with a cardboard ring. Fold at creases and over hanger. Should be hung never folded. Wash after each wearing. May be dry cleaned. SOME PANTS MUST BE DRY CLEANED. Check clothing tag before washing. The poly/wool blend pants must be dry cleaned.
- B. Khaki Shirts: Machine wash in warm water on permanent press cycle. DO NOT BLEACH. Dry on permanent press cycle. Iron on low heat. Should be hung on hanger, never folded. Keep hung up at all times. The shirt may have military creases in it Do not crease NJROTC patch on khaki sleeve.
- C. Ties, Dress Coats and Relaxed Fit Jackets: dry clean only and keep hung up at all times.
- D. Combination Covers White: Machine washable or hand wash in warm water with bleach. Dry in dryer on low setting. Iron to remove wrinkles. The female hat cover can be taken out of washer and placed on to of a lame shade. Turn on the lamp and wait until dry. Make sure the bulb does not contact the hat. Or, place hat cover in washing machine and spin dry. Iron to remove wrinkles.

Note: All uniform clothing items, including belts and neckties/neck tabs, must be dry-cleaned at turn-in!

- E. Shoes: There is nothing like a pair of well shined shoes to set off one's personal appearance and enhance an outstanding uniform. But this does not come automatically. There must be some personal effort on the part of every cadet to produce an excellent shoeshine. The most popular paste-wax polish available today is "KIWI", but any brand paste-wax will work. A soft cloth like an old T-shirt is ideal to apply polish or use cotton balls or cotton disks available at most drug stores. Wrap cloth tightly around your forefinger, dip in warm water, rub a small amount to polish on the finger tip, apply to shoes in small circular motion with very light pressure, and keep the cloth wet. You can not use too much water. Repeat this over and over again on the entire shoe. As the water mixes with the wax, the wax hardens and acquires a deep glossy shine. For the final shine, use a clean spot on the cloth with lots of water and little polish. Do this nightly on a new pair of shoes until you have a good base on the shoes and then weekly to maintain a great shine. Remember to clean and polish the edges (welts) and heels of the shoes. Edge/sole dressing is available in stores but normal black polish works just as well. Use an old toothbrush to clean and polish the stitching. DO NOT USE SPRAY AEROSOL, SPRAY-ON POLISH OR ACRYLIC FLOOR WAX. The shoe will crack and peel. Never "spit" on your shoes for a "spit shine". Your saliva is normally acidic

and can take a high gloss off the shoe. This hint is especially important if you just had lunch, soda or any kind of beverage.

- I. Metal Insignia: (NJROTC bar, collar devices) Wipe clean with dry soft cloth only. Never polish with abrasives like “Brasso”.
  
- J. Belt Buckles: Polish the “Quartermaster” plastic film of the buckle with brass polish. Ensure you polish the front and top of the buckle. **DO NOT POLISH WHILE BUCKLE IS ATTACHED TO THE BELT!** Polish will ruin the belt. Also, carefully polish the brass tip of the belt with brass polish by first masking the belt with tape behind the tip.

## **UNIFORM ISSUE AND TURN-IN PROCEDURES**

The following are guidelines for the initial uniform issue, and turn in of NJROTC uniforms upon disenrollment from NJROTC:

1. Upon uniform issue, each cadet will be issued a custody card to be signed by parent or guardian and returned to the Supply Office as soon as possible.
2. Upon disenrollment from the program, all uniform items (to include belts, garrison caps and service cap covers) will be dry-cleaned prior to turn in.
3. All items must be turned in ***at the same time*** in order to facilitate complete and accurate accountability.
4. Ribbons need ***not*** be returned.
5. Upon turning in uniforms, cadet will be issued a "Custody Card Receipt" indicating a cleared NJROTC account. (The total appearing at the bottom of the items list should be \$.00 in order for an account to be cleared).
6. It is important that you turn in your uniforms ***directly to the Naval Science Instructors*** in order for you to receive your Custody Card Receipt which will be you proof of a cleared NJROTC account. Turning in your uniforms in to the school office or Supply Officer will NOT be acceptable.
7. If a cadet's uniforms have not been turned in, or the account is not properly cleared, his/her name will be turned over to Notre Dame Administration and Department of the Navy for collection of missing items.

**NOTE: PLEASE SEE THE UNIFORM CARE INSTRUCTIONS INCLUDED IN THIS PACKAGE FOR PROPER CARE OF YOUR CADET'S NJROTC UNIFORM. CADETS ARE REQUIRED TO PAY FOR ALL UNIFORMS DAMAGED BEYOND SERVICEABILITY IF THE DAMAGE IS NOT DUE TO NORMAL WEAR AND TEAR.**

## **CUSTOMS AND COURTESIES**

1. Cadets may **NOT** use the pronouns "I" or "you". Address the instructors as Sir, Lieutenant, or Chief as appropriate. Cadets will use proper names when addressing cadets, i.e. Cadet Jones. Use the term "this cadet" when addressing yourself.
2. Cadets are expected to stand when asking or answering a question. "Sir; cadet (name), state the question or answer" When answering repeat the question.
3. Cadets are expected to sound off loudly and repeat all orders/directions when not in formation. For example, when given the command "seats", cadets will respond "Seats Aye Sir or Ma' am".
4. Maintain your bearing at all times
5. Cadets are expected to render appropriate salutes (while outdoors) to military and cadet officers while in uniform. **NO EXCEPTIONS!**
6. Cadets are expected to greet all adults with a loud "good morning/good afternoon, sir" as appropriate. Do not pass an adult without saying anything!!! This applies throughout the school campus.
7. Cadets are expected to wear their uniform **THROUGHOUT** the day on uniform inspection day. Cadets caught changing between classes will receive a "0" for their uniform grade.
8. The instructor's office is not a lounge, phone booth, or cafeteria. Do not enter unless invited by an **INSTRUCTOR**.

## **AWARDS/SCHOLARSHIPS CRITERIA**

1. Earning an award is a significant achievement. In Notre Dame's NJROTC Unit. There are several awards and scholarships that can be earned. Some are awarded in accordance with criteria contained in the Cadet Field Manual; others are awarded either by the SNSI/ NSI or by outside organizations to students identified by the SNSI/NSI as meriting the recognition afforded by an award/scholarship for sustained superior performance.
2. NJROTC awards will normally be presented at Basic Leadership Training (BLT), unit formations or the annual graduation ceremony (typically held the last Wednesday of May).

## AIGUILLETES

Aiguilletes for wear over the shoulder may be earned as cadet officers, Honor Cadet of Basic Leadership Training (BLT), Most Improved Cadet of BLT and Cadet of the Month. Additionally, cadets can earn an aiguillette for successfully graduating from Leadership Academy/Sail Training (LA/ST) in Newport, RI. Aiguilletes are assigned to cadets as follows:

<u>COLOR</u>	<u>Function</u>
Grey	Leadership Academy/Sail Training (LA/ST) Graduation
Black/Grey	Commanding Officer and Executive Officer
Black/Gold	Command Master Chief
White	Unit Officers
Red/White/Blue	Cadet of the Month
Black	Drill
Blue	Color Guard
Red	Athletics
Orange	Academics
Green	Orienteering
Yellow	Rifle
Gold/Blue	Honor Cadet - Basic Leadership Training
Purple	Most Improved Cadet - Basic Leadership Training

Except for the silver/grey aiguillette for LA/ST, SNSI/NSI may change the above criteria at any time.

## GRADING

1. Grades are **EARNED** by the cadets; Naval Science Instructors do not “give” grades. Grades are broken down into two categories: academic (30%) and leadership (70%). These two categories are broken down further into sub-categories as follows:

<b>Academics</b>	<b>(30%)</b>	<b>Leadership</b>	<b>(70%)</b>
Tests	(15%)	Community Service	(25%)
Quizzes	(10%)	Uniform Inspections	(20%)
Homework	(5%)	Physical Training	(15%)
		Practical Leadership	(10%)

2. Tests will consist of written tests and the annual Area Manager Inspection (AMI). The AMI is a NJROTC mandatory event.

3. Quizzes and homework will be issued on occasions as directed by the Naval Science Instructors to coincide with material covered during class.

4. Community Service is mandatory for all cadets. If a cadet is getting paid to provide a service, then it is fundraising. Community Service performed through the church, Boy Scouts or other organizations by the cadet do not count – essentially a cadet cannot receive dual credit for services rendered to meet requirements for sacraments such as Confirmation or Eagle Scout project. Cadets must complete 13.75 hours per quarter to receive full credit. Community service hours shall be broken down into the following minimums (year/quarter):

**People Oriented** (15hrs/3.75hrs) – These events are more specialized and provide a service that helps people in need (i.e. Special Olympics, Habitat for Humanity, Disaster Relief Aid, soup kitchens, nursing home visits, etc.).

**Environment Oriented** (10hrs/2.5hrs) – These events provide a service to enhance your community appearance (i.e. Adopt a Road, clean-up projects, beautification projects, etc.).

**Community Support** (20hrs/5hrs) – These services provide the community volunteer help to improve the success of the event (i.e. air shows, local/county/state fairs, etc.).

**School Support** (10hrs/2.5hrs) – These events support the host school (i.e. parking lot/post dance etc. clean up, VIP/distinguished guest escorts, etc.).

5. Uniform inspections will be completed each uniform day as assigned by the Naval Science Instructors. Not meeting grooming standards or missing a uniform item will result in a zero for that inspection.

6. Physical Training will occur once per six-day cycle. A complete lack of participation or missing any PT clothing will result in a zero for that day.

7. Practical Leadership grade consists of maintaining minimum school standards on a daily basis, participation in local parades, and on the individual’s position within the unit.

## **FIELD TRIPS/DRILL MEETS**

1. We will be engaged in a wide range of activities, drill meets, out-of-town trips, academic competitions, social community service projects, and fund-raising activities. This includes Basic Leadership Training (BLT), Senior Cruise, Leadership Camp (previously known as Beaver Camp) and Summer Cruise. Each of these activities will be designed to further your education in some way. Whether or not you are allowed to participate in any of these activities is strictly up to you. The SNSI and NSI will keep track of all cadets' disciplinary infractions and determine if you are eligible to participate in the field trip.

2. Each trip will have some unique criteria (described below) for participation; however, the bottom line generally will be that only cadets who are in good standing with the unit and with Notre Dame will be allowed to participate. The criteria for good standing will include as a minimum:

- currently passing all classes for the current marking period and a passing yearly average.
- all accounts paid in full (activity fees, fundraisers, etc.)
- any failure to wear the prescribed uniform during the current or previous marking period.
- no unexcused absences for the current or previous marking period.
- no detentions for the current or previous marking period.
- all Field Trip forms will be turned in prior to set deadlines.

3. MP3 players and cell phones with headphones may be taken on field trips and may be played quietly during travel or in your room between official activities. They will not be seen or heard at any other time. Simply stated, if the SNSI/NSI can hear the music or there is a noise complaint, the device will be confiscated for the remainder of the trip.

4. No food or drink will be allowed on the buses without the authorization of the SNSI/ NSI.

5. Field trips are not "date functions" and it is incumbent upon each cadet to ensure that their behavior does not indicate they are treating it as one. Cadets must travel in minimum groups of three.

6. When staying out of town, male cadets are not allowed in female berthing areas and female cadets are not allowed in male berthing areas.

7. Smoking is not permitted at any time.

8. There will be occasions when the required criteria will be even more stringent, doing the minimum will not always be good enough. If there are fifty cadets wishing to make a trip for which there are only forty-five available slots, performance will be the deciding factor.



9. The SNSI/NSI may modify any of the above criteria if circumstances warrant. In all cases, such decisions are final.

10. Special trips:

**Basic Leadership Training (BLT):** (typically late September) mandatory event for all 1<sup>st</sup> year cadets (NS1). This is a five-day overnight trip in which the cadets are indoctrinated to the basics of the NJROTC program. They will learn basic drill and color guard, how to maintain uniform items, NJROTC chain of command, as well as a host of leadership/followership skills that will be the basis for their NJROTC experience.

As well as all NS1's, there will be other cadets attending as either a Cadet Mentor or a Cadet aid. These are broken down as followed with the requirements.

Cadet Mentors – Cadets in their junior year of high school, with a minimum of two years in the program and had the most recent Physical Fitness test as well as being a member of a drill team.

Cadet Aids – Cadets in their sophomore year with a minimum of one year in the program. The Cadet Aid Officer/Chief in Charge will be in their junior year of high school.

These positions are chosen by the Naval Science Instructor with input from the Cadet staff.

**Senior Cruise:** (typically late March) Senior Cruise is an awesome deal for cadets. No other organization at Notre Dame uses fundraising dollars to pay for ground transportation and 4-day lodging at a senior cruise location. Senior Cruise is an earned privilege for 1) three years of consistent-active-participation in support of the unit to include fundraising (service and citizenship) and 2) a cadet's willingness to achieve rank and increased responsibility in the unit (leadership). As such, please note the following:

a. Senior cadets desiring to participate must achieve the rank of Cadet/Chief Petty Officer, by 1 February of that academic year, to participate in Senior Cruise. Additionally, a cadet must be an active member of a NJROTC team. Fund-raising dollars will be used for Ground transportation and lodging only. Cadets must pay for their own meals during Senior Cruise. The following NJROTC teams are available for membership:

- (1) Academic Team (Fall/Winter/Spring)
- (2) Drill Team (Fall/Winter)
- (3) Physical Fitness Team (Fall/Spring)
- (4) Marksmanship Team (Spring)
- (5) Orienteering (Fall/Spring)
- (6) CyberPatriot (Fall/Winter/Spring)

A cadet does not have to be the best on a team; the cadet just must be an active member of a team.

**Leadership Camp:** (typically mid/late April) Leadership Camp is a team-building event for potential incoming unit staff, who has reached the minimum rank of Cadet/Chief Petty Officer by 1 April of the academic year. An interview will convene prior to Leadership Camp for all eligible cadets; this will provide additional insight for the Naval Science Instructors prior to their arrival at Leadership Camp. The staff is identified as the Commanding Officer, Command Master Chief, Executive Officer, Operations Officer, Supply Officer, etc. Time spent at Leadership Camp will be an opportunity for potential staff to work as a team. Additionally, this will be one more opportunity for the Naval Science Instructors to evaluate the potential unit officers for highly competitive leadership roles. In order to be selected to attend Leadership Camp, a cadet must at all times set the example by:

- a. Maintaining an outstanding appearance in the school and cadet uniform.
- b. Behaving in a professional and courteous manner.
- c. Avoiding the school's Ineligibility List.
- d. Complete the physical fitness test - unless medically excused.
- e. Performing assigned duties in a competent and responsible manner.

**Summer Cruise:** (typically mid/late August) Summer Cruise is an educational trip for returning NJROTC cadets who have obtained the following minimum ranks:

NS3 (Oncoming Seniors)	Cadet/Petty Officer Second Class
NS2 (Oncoming Juniors)	Cadet/Petty Officer Third Class

Requirements are the same as if a cadet was attending Senior Cruise, with the exception of the above minimum advancement requirements. Summer Cruise has historically been a three to four day to Gettysburg (with a day-stop at Hershey Park) or Washington, DC (with a day-stop at Six Flags). This trip is based solely on fundraising through the months of May through July.

## **ADVANCEMENT IN RANK**

1. Promotion/Advancement is a significant part of the NJROTC experience. Cadets have significant control over how fast and how high they advance. Studying the required material and maintaining a sound performance record will enable cadets to advance without difficulty.

2. All Naval Science 1 (NS1) cadets enter the program as a Cadet/Seaman Recruit. After completion of the required time-in-grade, individuals may take an advancement exam. Cadets failing any portion of the exam may retake it on the next scheduled administration.

3. Any cadet selected as “Cadet of the Quarter” will receive a spot promotion to the next higher grade (up to Cadet/Petty Officer First Class). Additionally, Honor Cadet at BLT will be spot promoted to Cadet/Petty Officer Third Class.

4. Advancements exams will be given twice per month on the first and third Friday of the month during 10<sup>th</sup> period or after school. All requirements must be met on the respective Promotion Card prior to sitting for the exam for the next rank.

5. Refer to Cadet Promotion Card for minimum requirements to advance to the next cadet rank.

6. In order to maintain the integrity of the Notre Dame NJROTC program, failure to advance can prevent cadets from returning to NJROTC in following years. Cadets are expected to advance to the following ranks by the end of their academic year in order to continue with NJROTC the following year:

First year cadet (NS1)	Cadet/Seaman
Second year cadet (NS2)	Cadet/Petty Officer Second Class (PO2)
Third year cadet (NS3)	Cadet/Petty Officer First Class (PO1)

**GENERAL NJROTC CADET CONTRACT AND AGREEMENT**  
**STATEMENT OF AGREEMENT TO PARTICIPATE**

I, \_\_\_\_\_ do hereby enter into agreement with the Notre Dame NJROTC unit and my parents/guardians, that I will abide by all rules and regulations that govern the unit.

I further agree to put forth the effort needed to achieve the goals and objectives of the unit. Realizing that all courses at Notre Dame are designed to maximize my chances for a successful future, I further declare that I will, in keeping with the traditions of the NJROTC unit, do my utmost to make the best grades possible in all courses. I will maintain my conduct in such a way as to bring pride to the unit. Whenever possible I will assist other students, leading when needed, following when required, showing respect to my parents/guardians, teachers, and other students at all times. I will not lie, cheat, steal or tolerate those that do.

This agreement is entered into with full knowledge that it will take hard work and dedication on my part. It is my intention to honor this agreement at all times.

I have read the Notre Dame Cadet Handbook and I agree to abide by the policies contained therein. I realize that failure to follow these guidelines may affect my grades and eligibility to participate in school and/or NJROTC extracurricular activities.

Specifically, I am aware that: fundraising is a necessary activity, uniform regulations must be adhered to, and school/school board regulations and classroom conduct standards will be strictly enforced.

With a complete understanding of the grooming standards, duties, responsibilities, and privileges associated with membership, I hereby agree to abide by the rules and regulations of the Notre Dame NJROTC unit.

\_\_\_\_\_  
Cadet's Printed Name /Date

\_\_\_\_\_  
Cadet's Signature /Date

\_\_\_\_\_  
Parents/Guardian's Signature /Date  
and phone number\_\_\_\_\_

\_\_\_\_\_  
Naval Science Instructor /Date

\_\_\_\_\_  
Senior Naval Science Instructor /Date