

# Hoosier Youth ChalleNGe Academy



## **PARENT HANDBOOK**

Hoosier Youth ChalleNGe Academy  
10892 North State Rd. 140  
Knightstown, In. 46148-9718

2018

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## TABLE OF CONTENTS

PURPOSE OF THIS HANDBOOK .....	4
MISSION OF ACADEMY .....	4
CADET CREED .....	5
CODE of CONDUCT .....	5
GENERAL INFORMATION .....	6
<i>Basic Qualifications</i> .....	7
<i>Hours of Operation</i> .....	7
<i>Telephone Numbers</i> .....	7
<i>Web Site</i> .....	7
<i>Mailing Address</i> .....	8
<i>E-mail Address</i> .....	8
PROGRAM OUTLINE .....	8
<i>Residential Disciplinary Actions</i> .....	9
<i>Phase I Pre-ChalleNGe</i> .....	9
<i>Phase II Residential Phase (ChalleNGe)</i> .....	9
THE EIGHT CORE COMPONENTS .....	10
ACADEMICS .....	12
APPEARANCE .....	12
AUTOMOBILE/TRAVEL .....	13
<i>Travel Permission Slips</i> .....	14
AWARDS .....	15
CADET RIGHTS .....	17
CADET RESPONSIBILITIES .....	17
CADET CHAIN OF COMMAND .....	19
CLASS DIRECTORY/PHOTOS .....	20
CADET PACKING LIST .....	20
<i>Items Furnished by the Academy</i> .....	23
CONDUCT .....	23
CONTRABAND .....	24
DISCIPLINARY ACTIONS .....	25
ELECTRICAL DEVICES .....	27
EMERGENCY SITUATIONS .....	28
<i>Family Emergencies</i> .....	28
EMERGENCY PHONE NUMBERS .....	28

## TABLE OF CONTENTS

MONEY .....	28
GANG STYLE ACTIVITIES.....	29
HEALTH CARE .....	29
<i>Prescriptions/medications</i> .....	30
<i>Sick call</i> .....	31
HOMESICKNESS .....	31
IDENTIFICATION CARD.....	32
LAUNDRY .....	32
LIBRARY .....	32
MAIL .....	33
<i>Care packages</i> .....	33
PASSES .....	34
PERSONAL PROPERTY.....	35
QUASI-MILITARY .....	35
RELIGIOUS SERVICES.....	36
SEXUAL CONDUCT/ RELATIONSHIPS.....	37
<i>Sexual harassment</i> .....	37
SUBSTANCE ABUSE .....	38
<i>Drug testing and screening procedures</i> .....	38
TELEPHONE CALLS .....	39
TOBACCO PRODUCTS.....	39
VISITATION .....	40
MENTOR.....	40
<i>Rationale</i> .....	41
<i>Role of the Mentor</i> .....	41
<i>Qualification of the Mentor</i> .....	42

## PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide you with information and to familiarize you with the rules, policies and procedures of the Hoosier Youth ChalleNGe Academy. As a parent, you need to know these policies and procedures in order to understand what is expected of your Cadet. If your Cadet follows the guidelines set forth in this handbook, he/she will be successful at the Hoosier Youth Academy.

### Hoosier Youth ChalleNGe Academy Mission

**Mission:** The Hoosier Youth ChalleNGe Academy intervenes in the lives of at-risk youth by training, mentoring, and developing these individuals into responsible and productive citizens while in a controlled, quasi-military, residential setting, followed by a post-residential phase.

**Vision:** The Hoosier Youth ChalleNGe Academy will become recognized locally and nationally as Indiana's premier program for at-risk youth in the state of Indiana. The Academy will pave the way for the preservation of the state's youth culture by being the prime resource for alternative education for high school drop outs from every community in Indiana.

#### Principles:

**High Standards:** Provide tough, military based discipline and standards which cadets are expected to emulate.

**Self - Reliance:** Provide demanding physical and mental challenges to instill self discipline and a strong work ethic.

**Safe Environment:** Provide a safe, secure, and structured environment.

**Problem Solving:** Provide problem solving skills to promote healthy choices.

**Role Model:** Provide staff models and mentors who display acceptable behavior, and instill basic conservative American morals and values in the lives of Cadets.

**Service to Community:** Provide service to the community opportunities to help develop personal value of service to others.

#### Eight Core Components:

Through constant supervision, mentoring, and motivation, Cadets develop strength in character and life skills which will then be used in support of the eight core objectives listed below:

Academic Excellence  
Physical Fitness  
Leadership/ Followership  
Responsible Citizenship  
Job Skills  
Service to Community  
Health and Hygiene  
Life Coping Skills

**Drug Free Environment:**

The Hoosier Youth ChalleNGe Academy is a drug free program with zero tolerance. All Candidates are drug tested during Chal-leNGe, screened upon returning from pass and may be tested throughout Chal-leNGe as deemed necessary. Any Candidate/ Cadet testing positive for illegal drugs will be sent home. **NO EXCEPTIONS!**

**The Hoosier Youth Challenge Academy provides a food contractor that is responsible for all meals provided to the cadet.**

**HYCA CADET CREED**

I am a HYCA cadet and a member of the HYCA team. Leadership and teamwork are important to me. I will live the Cadet Code of Conduct and General Rules, doing my best at all times. I believe in the HYCA values and principles. I will do my best to learn and live them; building my character. I will never quit. I am working to become physically and mentally tough by excelling in the eight core components. No matter what it takes or how much effort is required, I will graduate and become a productive citizen of Indiana.

**HYCA CODE OF CONDUCT**

Cadets at the Academy will comply with the Code of Conduct which states that  
“A Cadet will not lie, cheat, or steal and not tolerate those who do.”

Each Cadet will memorize the five Cadet General Orders:

1. **I will think before I act.**
2. **I will follow all orders given to me at all times.**
3. **I will not use profanity.**
4. **I will show respect to all others at all times.**
5. **I will not fight.**

The **Academy Values** identify standards acceptable to Cadets who attend the Academy. Listed are the values with their meanings:

- ◆ **Discipline**—Training that develops self-control. The willingness to do what is required regardless of personal mood.
- ◆ **Integrity**—A strict adherence to a code of moral values or standards of conduct.
- ◆ **Courage**—A mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty.
- ◆ **Honor**—A keen sense of ethical conduct, where one’s word or signature is a guarantee of truthfulness or performance.
- ◆ **Commitment**—An agreement, pledge, or promise to do something in the future.

**The Code of Conduct provides an avenue for Cadets to report violations. Any violation of the Code of Conduct may result in disciplinary action against the offender or offenders**

## **GENERAL INFORMATION**

Welcome to the Hoosier Youth Challenge Academy. This handbook will answer some of the basic questions that may arise concerning your Cadet. During the late 1980’s, the Rockefeller Foundation identified the need in our country to provide opportunities for our young people who were working to overcome problems in their lives. The foundation identified high school dropouts as an increasingly at-risk segment of our population. In 1991 the Joint Armed Service Committee directed the National Guard to develop a plan to “add value to America” by providing values, skills, education and self discipline to young people incorporating the structure and esprit de corps found in the military model. In July

1993, The ChalleNGe Pilot Program began a three-year pilot operating fifteen state programs across the nation. Indiana is the 29<sup>th</sup> State to fund a program.

The U. S. Department of Defense and the State of Indiana fund ChalleNGe. ChalleNGe is operated by the National Guard Bureau and is a Governors Special Project under the Office of the Adjutant General. Acceptance is not based on income and there are no fees to participating youth.

### ***Basic Qualifications***

The basic qualifications for acceptance into the program are: applicants must be between the ages of 16-18, free of illegal drugs, educationally at risk, mentally and physically capable to participate, Indiana resident, and not in trouble with law enforcement.

### ***Hours of Operation***

Normal hours of operation for administrative staff, teachers and counselors are 7:30 a.m. to 4:00 p.m. Monday through Friday (excluding holidays).

The Cadre provides supervision for the Cadets 24 hours a day, seven days a week during the cycle. Please place your phone calls to the Academy during normal daytime hours of operation.

***Web Site; [www. Hoosier youth challenge.org](http://www.Hoosier youth challenge.org)***

The Academy web site has additional information about the Academy. Cadet and mentor applications may be downloaded from the site. Photos of the cadets taken throughout the class will be posted on the web site periodically. The site has a bulletin board that you may use to communicate with other parents or post comments.



***Mailing Address***

Parents, please write to your Cadet often while they are at the Academy. Receiving mail from home is highly anticipated. To send mail to your Cadet use the following address: Please use the Cadet's full name.

**Cadet (First Name Last Name) Platoon #  
Hoosier Youth ChalleNGe Academy  
10892 North State Rd. 140  
Knightstown, In. 46148-9718**

***E-Mail Address; Operationsgroup@hoosier youth.org***

Cadets **will not be able to send emails**. The operations group e-mail consists of the Director, Deputy, Cadre 1SG, lead counselor, Lead Instructor, Lead Nurse. The contact forum is for Parents and Legal Guardians to contact the Academy via e-mail for concerns or sharing of information that may have an impact of the Cadet while in the Residential Phase of the 17 month program.

**PROGRAM OUTLINE**

There are two phases of the ChalleNGe Program

PHASE I- Acclamation	(on site) 2 weeks
Residential - ChalleNGe	(on site) 20 weeks
PHASE II- Post Residential	(home) 52 weeks

PHASE I concentrates on physical conditioning and attitude. During this phase, the Academy will assess the individual candidates for suitability in the program.

PHASE I concentrates on the education of the whole person by using the eight core components of ChalleNGe. During this phase, every training activity is directly related to self-improvement.

PHASE II concentrates on application of the skills developed during the residential program in real situations such as job seeking, budgeting, social skills etc. During this phase, their Mentors assist graduates.

**Disciplinary actions used during the residential phase are as follows:**

**During Phase I** discipline is maintained through corrective action including physical exercise which may incorporate group or individual exercises and Performance Counseling. This type of team building corrective training may cross over into Challenge. The intent for this type of corrective training is to reinforce team work, and to build unit cohesion and pride in the team.

**During Phase I** the Academy has a more deliberate approach to maintaining discipline. This process uses the Cadet Assessment Committee (CAC) and the Cadet Review Board (CRB). These two boards are made up of representatives from the Medical, Cadre, Academics, Counseling. The Board process is led by the Deputy Director. This holistic approach is designed to discuss both positive and negative conduct with all members participating in the CAC. The CRB is a process in which the cadet or cadets appear before the board and a round table discussion is conducted to determine what corrective action, if any, needs to be taken. The CAC and CRB are held weekly during ChalleNGe.

**There are two phases of training during the residential phase at the Hoosier Youth ChalleNGe Academy Pre-Challenge and Challenge.**

***Phase I, Acclamation***

Pre-ChalleNGe is structured to orient toward SUCCESS. During this time, the concept of “me” is replaced with “we” through training that focuses on team building, discipline, self-control, responsibility, cultural diversity, physical training and close order drill. Remember this is a “Quasi- Military School” and NOT a summer camp. The training will be tough during Pre-ChalleNGe, both mentally and physically, as cadets adjust to a new routine. The time will be filled with group activities, training classes, physical training, sports and platoon competitions.

**If a candidate is dismissed during Pre-Challenge, all monies, stamps, medications, and phone card will be returned.**

***ChalleNGe***

The ChalleNGe Residential Phase is centered on completion of the eight core components listed below. The focus is on the “whole person”, not just academic improvement. In addition to traditional classroom instruction, computer assisted learning is also used to make instruction as individualized as possible. Included in

this phase are remedial instruction, GED preparation, technical training, Service to the Community projects, life skills and numerous other activities.

All Cadets will be required to participate in a wide range of activities to enhance their future. An initial assessment of skill level will be conducted soon after arrival. The curriculum will be as flexible as possible to allow each student to achieve his or her goals. Academic emphasis will be centered on basic skills competency in reading, comprehension, math, English and spelling.

When technical trades training are made available, each cadet, both male and female, will receive exposure to classroom and hands on training in trade areas. Cadets will also develop an attainable life plan. Academy Counselors, mentors and other Academy staff will help in developing attainable career goals.

During the Residential Phase, the Academy will provide meals, uniforms, housing, training and necessary support equipment. Cadets will be given the opportunity to improve their education (and perhaps obtain a HSE). They will do many challenging and exciting things and will meet and work with cadets from many different backgrounds.

**If a cadet is dismissed during Phase I Challenge, remaining monies will be returned along with Meds. and phone card. Postage stamps will be retained by the Academy.**

## **THE EIGHT CORE COMPONENTS**

**Academic Excellence:** Classroom studies at the Academy are designed to enhance each cadet's education skill and instill a desire to continue self-improvement throughout life. The main subject areas taught are math, science, social studies, language arts, writing skills and reading improvement. Several elective classes will also be offered. Each cadet must take the Test for Adult Basic Education (TABE) on entry into and again near the end of the Residential Phase. Time and availability permitting, Academy staff will make arrangements for qualifying cadets to take the High School Equivalency (HSE), Test Assessing Secondary Completion (TASC) test. This opportunity will be offered to cadets who have scored high enough on the HYCA Official Practice Test (HOPT) administered at the Academy, meet the age restrictions, and are in good behavioral standing with no disciplinary action pending.

**Life Coping Skills:** The cadet will identify negative attitudes and values which they display and then, with the assistance of Academy staff, explore ways to change that negative behavior to positive thinking and respect for others and themselves. Included in this area are classes and workshops regarding substance abuse, anger

management, stress management, gender stereotyping, team building skills, parenting, budgeting and other related subjects.

**Job Skills:** In this component, cadets will develop the necessary basic skills to seek employment when they leave the Academy. They will develop goals, complete a written resume, fill out employment applications and learn how to conduct themselves properly when interviewing for a job.

**Health and Hygiene:** It is important that the cadet understands the positive correlation between good health and hygiene habits and life-long mental, physical and emotional well-being. Classes in smoking cessation, nutrition and sexual responsibility are just a few of the topics covered in this area.

**Responsible Citizenship:** Cadets will develop a better understanding of what makes a community strong and supportive of its citizens as well as factors that cause division and controversy. Cultural awareness, violence prevention, promoting justice and the Honor Code are discussed in this area. Component includes student government and voter registration where applicable.

**Service to the Community:** In this component, cadets will develop an understanding of the benefits of volunteering their time and services to assist others in need and to maintain a clean, safe environment in which all citizens can live. This is hands on experience in performing Service to the Community in and around the central Indiana area and with agencies such as the American Red Cross, Boys and Girls Club of America, County Parks and many other organizations.

**Leadership/Followership:** Each cadet must learn to become a good follower (i.e. obeying commands, supporting fellow cadets etc.). When one demonstrates the skills of being a good follower, they then will be provided the opportunity to demonstrate their leadership skills. To accomplish these important skills, cadets will participate in Drill and Ceremony, Drill Competitions, Platoon Olympics, and other character developing activities.

**Physical Fitness:** All cadets are required to participate in physical fitness training. Physical training not only improves overall physical health but also promotes mental and emotional wellbeing. Improvements in this area will be tracked over the 22-week residential phase of the program. Activities include, but are not limited to, flexibility and strength training, one-mile runs and organized athletics.

• **An 80% or higher level in each of the eight (8) core components must be achieved to successfully complete the Residential Phase.**

## ACADEMICS

The Academy provides individualized instruction based on each Cadet's personal needs in order to prepare the Cadet to take and pass the GED test. Classes are concentrated in the five areas tested on the General Education Development (GED) certificate test; Math, Science, Social Studies, Language Arts, Reading Language Arts and Writing Skills/ Essay.

- The Academy uses The Adult Basic Education (TABE) test to measure incoming and outgoing academic levels. This initial assessment of skill level is conducted soon after arrival. Teachers use the results from this assessment to develop individualized education plans. The exit Post TABE test determines the successful completion of the Academic Excellence Core Component and is given between weeks 13 and 18 of the program.
- Academic classes are taught in the classroom and in computer labs where each student works on lessons designed to reinforce their classroom instruction. The computer lessons are self paced allowing Cadets to progress at their own level of proficiency.
- The Official Practice Test (OPT) is given to each Cadet to determine if he or she is ready to take the GED. Cadets in need of additional study or tutoring are given additional training in their weak areas. Tutoring is provided in a group or individualized setting according to the needs of the student.

**CADETS BETWEEN THE AGES OF 16 TO 18 WHO PASS THE OPT, WILL BE GIVEN THE OPPORTUNITY TO TAKE THE GED WHILE IN THE RESIDENTIAL PHASE. THE ACADEMY WILL PROVIDE A GED PERMISSION LETTER SIGNED BY A SCHOOL SUPERINTENDENT FOR POST RESIDENTIAL GED TESTING FOR GRADUATES ONLY.**

### *Recreation and Weekend Activities*

In addition to regular classroom studies, the Hoosier Youth Challenge Academy offers outside the classroom opportunities throughout the 22-week program. All costs for food, lodging and transportation are paid by the Academy. Activities could include educational enrichment trips, swimming, bowling, and roller-skating and organized sporting events.

## APPEARANCE

Appearance is an important reflection of an individual as well as the organization he/she represents. Persons having an unkempt appearance demonstrate a lack of

self-discipline and unprofessional behavior. Cadets shall adhere to high standards of personal appearance throughout the ChalleNGe program. It will be to their advantage to continue this high standard during the Post-Residential Phase. The following standards shall be adhered to throughout the Residential Phase:

Male and female hairstyles will adhere to Academy standards. Cadets will be provided access to haircuts on a regular basis.

Male Cadet's hair will be neat and trim. Standard military haircuts are required. Cadets will not shave their heads. Show up appearance for males will be standard military burr haircut.

Male Cadets are not allowed to have facial hair and will be required to maintain a clean-shaven face. Sideburns will not extend below the lowest part of the exterior ear opening.

Radical hairstyles, hairpieces or unnatural hair color is not acceptable. Cadets will not dye or color their hair during the Residential Phase.

Female Cadet's hair will not extend below the collar. Females may pin their hair up rather than have it cut. When pinning the hair up, the female Cadet must use a flat brown or black instrument (i.e., barrettes work well for securing the hair). Cloth "scrunchies" or colorful hair bows are not to be used. Beads, extensions, weave or similar ornamental items are not authorized. If a female Cadet cannot effectively train with her hair pinned up, then she must cut her hair to a manageable length. The Academy will not provide hair treatments (example; perms, relaxers) to modify hair styles or color. We will supply hygiene products necessary to maintain healthy skin and hair.

Makeup and cosmetics are not allowed under normal circumstances.

Fingernail length will not exceed ¼ inch for males and females. Cadets are not allowed to paint or color their fingernails.

Body piercing jewelry is not permitted, this includes earrings.

The Medical Department will assess individual Personal Hygiene needs for male and female hair and skin care. The Academy will provide basic hygiene items only and not special products requested for individualized special care. Some examples of hygiene items we will provide include but are not limited to: toothpaste, toothbrushes, deodorant, shower cleanser, body lotion, shampoo, hair control gels, lotions, shower caps and basic acne creams.

If a Cadet has a special need for cosmetics due to a specific condition or injury, the Academy Nurse and Director or Deputy Director must approve the exception and its use. **ANY SPECIAL PRODUCTS NECESSARY FOR CANDIDATE AND OR CADETS MUST BE PROVIDED BY PARENT OR GUARDIANS.**

## **AUTOMOBILES / TRAVEL**

Cadets are not permitted to operate any motor vehicle of any kind while in the residency phase at the Hoosier Youth ChalleNGe Academy. This includes privately owned vehicles (POV) no matter who owns it, military, state or any other department vehicles. The only exception is when a Cadet is on pass.

Cadets are not authorized to have a POV on the Academy grounds. Cadets may not ride in a POV without the written consent of the Academy.

Permission to travel home with an adult over 18 years of age or with another cadet's family must be approved prior to departure by both the Academy and the parents. **A written request from both families is required. Requests must be notarized.** Requests may be mailed to the Academy (ATTN: Deputy Director).

### ***TRAVEL PERMISSION SLIP***

Written consent for parent of Cadet to travel with another Adult:

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_  
(Parent/legal guardian name) (Cadet's name)

hereby give my permission for him / her to travel with \_\_\_\_\_  
(Adult's name)

On \_\_\_\_\_ to \_\_\_\_\_.  
(Date) (Destination)

\_\_\_\_\_  
(Signature of Parent/ legal Guardian)

\_\_\_\_\_  
(Date)

Written statement for the adult that will be transporting Cadet:

I, \_\_\_\_\_, will be transporting Cadet \_\_\_\_\_  
(Name of transporting adult) (Name of Cadet)

to \_\_\_\_\_ on \_\_\_\_\_.  
(Destination) (Date)

\_\_\_\_\_  
(Signature of Adult)

\_\_\_\_\_  
(Date)

Cadets must keep in mind that, while a member of The Hoosier Youth ChalleNGe Academy, personal conduct must meet Academy Standards at all times, whether in the class room, at home, out in the community or on pass. Any violation is subject to investigation and possible disciplinary action.

## AWARDS

1. Platoons receive Guidon streamers throughout the Pre- ChalleNGe and ChalleNGe phase for specific achievements:

- a. **Physical Fitness Streamer:** Awarded to the platoon achieving the highest percentage of Presidential and National awards. (3 Awards), beginning with the diagnostic evaluations.
- b. **Barracks Inspection Streamer:** The platoon with the least amount of demerits during the 1SGs inspection. (3 Awards)
- c. **Drill & Ceremony Streamer:** Awarded to the platoon that exhibits proficiency in performing marching movements in Regulation Drill competitions. Evaluation conducted by three impartial judges. (3 Awards)
- d. **Esprit De Corps Streamer:** The platoon that demonstrates motivation and teamwork during the Residential Program Phase. (2 Awards)
- e. **Retention Streamer:** The platoon that retains the most Cadets during the ChalleNGe Phase of the Program. (1 Award)
- f. **AWOL Streamer:** The platoon that has the least number of Cadets leaving the program (AWOL) without properly out-processing. (1 Award)

2. An awards board determines individual award recipients. Awards are presented to the Cadet that excelled in that area, and awarded at ChalleNGe Graduation.

- a. Awards board members consist of the Deputy Director, Lead Instructor, Academy First Sergeant (1SG) and Assistant Cadre Supervisor.
- b. Nominees for each Graduation award will be accepted beginning week The board makes the determination for each individual award by week 20.
- c. The form titled for that specific award will be used when making recommendations.



3. Individual awards given at end of class ChalleNGe graduation:

- a. **Distinguished Honor Graduate:** Awarded to the Cadet who demonstrated success in all Eight Core Component of the Academy Program.
- b. **Wayne L. Hill Leadership Award:** Cadet that demonstrated outstanding leadership qualities while performing assigned leadership position
- c. **Physical Fitness (Iron Person) Award:** Awarded to the Cadet who demonstrated strength, endurance, and stamina throughout the 22-week course.
- d. **Cadet Choice Award:** Awarded to the Cadet who is selected by his//her peers as the one who best exemplifies the true spirit of the Academy.
- e. **Academic Excellence Award:** Awarded to the top Cadet who has exceeded Academic requirements, and has achieved outstanding overall grades.
- f. **Most Overall Improved Cadet:** Cadet has distinguished himself/herself amongst all other Cadets by showing significant improvements in the Eight Core Components. Recommendations are made by Cadre Team Leaders in each Platoon.
- g. **Director's List:** Top 10% of cadet's who have excelled in all components of the program, maintained a positive attitude, and has improved overall in all Eight Core Components.

4. Miscellaneous Awards given for completion of specific events scheduled throughout the ChalleNGe Phase of the program:

.  
Any certificates given for Service to Community accomplishments

**Residential Phase Awards:** Awards are given to recognize the Cadet's progress and achievement in academics, physical training, leadership, Service to the Community and other Academy events. The following are some of the awards given at various times throughout the Residential Phase:

- Pre-ChalleNGe (PC) Graduation. 1 Award
- Presidential Physical Fitness Award, 1 Award with 1 OLC
- HYCA Official Practice Test (HOPT) Award
- High School Equivalency (HSE) Award, 1 Award
- Director's List Award, 1Award
- Wayne L. Hill Leadership Award, 1 Award
- Service to Community Award, 1 Award
- Ambassador Award, 1 award

Awards are of the Ribbon type that will fit onto the Army standard ribbon device for multiple ribbons. These ribbons are available through the Academy supply system.

Awards can be issued at the time they are earned. These awards should be issued in a formal ceremony. Oak Leaf Clusters (OLC) are for the awards that can be earned through multiple opportunities such as PT.

## CADET RIGHTS

1. Certain rights are established to safeguard your physical and mental health while at the Academy. Staff / Cadre members are responsible for the welfare of the Cadets.
  - A. All Cadets shall have an equal opportunity to succeed regardless of gender, race, religion, natural origin, age, marital status, mental, physical disability, physical status.
  - B. Sexual harassment will not be tolerated and is an offense defined in Civil Rights Act of 1972, Title IV: Prohibits sexual discrimination against students and staff at school.
  
2. Cadets are allowed:
  - A. Uninterrupted Sleep – During the hours scheduled for sleep, except for quiet waking individuals for administrative or health reasons.
  - B. Attend sick call – Scheduled medical and dental treatment as required when given permission using the protocol for attending sick call.
  - C. Remain on a “No Duty”, “Light duty”, or “Bed Rest” profile – When a Cadet is in possession of a slip authenticated by a medical or dental officer, or the nurse.
  - D. Receive mail upon day of delivery, **no magazines, catalogs, newspapers or packages. DO NOT SEND PACKAGES WITHOUT PRIOR APPROVAL FROM THE ACADEMY.** All mail will be delivered to addressee. Cadre reserves the right to examine all mail at time of delivery, contraband will be confiscated.
  - E. Adequate time to write letters to friends and family – Provide adequate time and privacy to write letters to family and friends.
  - F. Privacy of Written Correspondence – Cadets have the right to keep the subject matter of personal mail to themselves, if they so choose. (Exception; internal mail system is unauthorized. If letters and notes are passed among the cadets, the letters and notes will be confiscated and passed on to Cadre for discipline).
  - G. Attend religious services or observe religious beliefs – All Cadets will be encouraged to attend non-denominational services at the Academy.

H. Provide and allow Cadets to consume three meals daily.

## CADET RESPONSIBILITIES

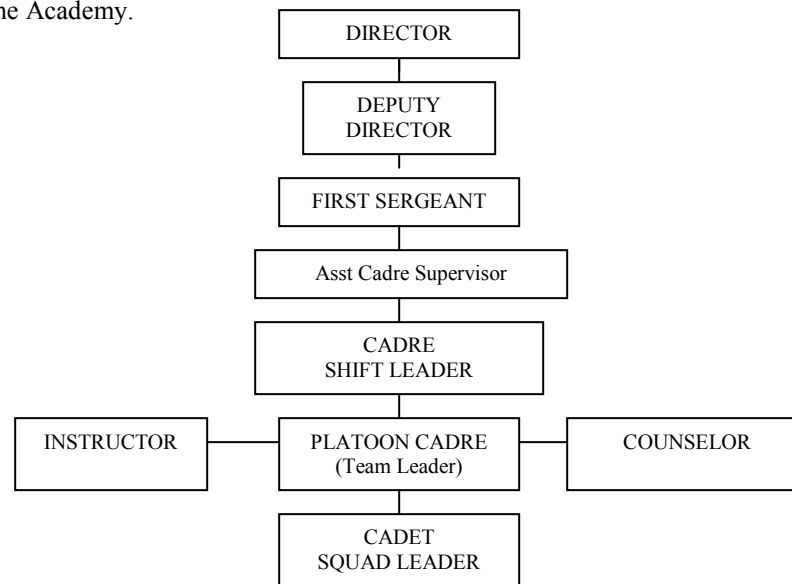
1. Recognition by all Cadets that the HYCA Program was built and is operated for their benefit. An integral part of this concept is that the Cadets share the responsibility for the maintenance of a sound, enjoyable educational climate within the Academy.
2. Every Cadet has the right to an opportunity to learn in a safe, clean, peaceful, and well organized environment.
3. Cadets must also recognize their responsibility to ensure that their actions do not deprive others of the same opportunity.
  - A. **All Cadets are expected to follow the rules and regulations of the Academy** to ensure successful completion and graduation.
  - B. **The staff and Cadre will make every effort to help all Cadets become a success**; however, we will not allow a Cadet to become so disruptive that they jeopardize another Cadets' success. Cadet on Cadet fighting may result in immediate dismissal.
  - C. **The Academy emphasizes teaching appropriate behavior that is necessary to be successful in society.** The Academy is an intervention program that attempts to help young people improve academically and provide qualifying cadets the opportunity to earn their GED while building self esteem and learning responsibility, accountability, and consequences of their actions. They learn to conduct self-evaluation of their own behaviors and to stay free of entanglements with the legal system
  - D. To be successful at HYCA, **all Cadets must be highly motivated and participate**, because they want a different life than they had before they enrolled into the ChalleNGe program.
  - E. If interventions fail, the ChalleNGe Program applies natural consequences to those Cadets that violate HYCA rules.
  - F. The Academy emphasizes self-evaluation and self-discipline.
4. All Cadets are drug tested when they enter the Academy. Random testing will be conducted throughout the Residential Phase. Positive results for illegal drugs is cause for immediate dismissal from the program
5. **Cadets are not to endanger themselves, other Cadets, or Staff** by possessing materials and objects that are potentially hazardous and/or prohibited by federal, state, local law or HYCA rules.

6. To maintain order and discipline in the Academy and to protect the safety and welfare of Cadets and staff: **Academy authorities may search a Cadet's personal effects when they have a reasonable suspicion to believe that the Cadet is in possession of illegal or unauthorized materials or that the search will turn up evidence that the Cadet has violated or is violating either the law or the rules of the Academy.**

7. Cadet lockers, backpacks and contents are the property of the Academy and remain under its control at all times; however, **students are expected to assume full responsibility for their own lockers.**

### CADET CHAIN OF COMMAND

The Cadet Chain of Command shown in the diagram below will be followed in the order prescribed. The Chain of Command shows each Cadet the order of responsibility and leadership in the Academy. The Cadre Platoon Sergeant is the primary point of interaction in each cadet's life. The First Sergeant manages all the Platoons and general operations of the Corps of Cadets. The Deputy Director is in charge of all Cadet Operations within the Academy. The Director is in charge overall and manages all internal support operations within the Academy.



\* The Cadet First Sergeant is a special leadership position. This Cadet will work closely with the First Sergeant and the Shift Supervisors to execute the Cadet requirements of the program. This position normally rotates every two weeks.

## CLASS DIRECTORY/ PHOTOS

Each class of Cadets will have individual photos taken for the class directory. This class directory is similar to a school year book. It features each cadet's photo as well as photos from activities and events the Cadets participated in throughout the class. Currently the class directory is provided to the Cadets free of charge.

## CADET PACKING LIST

The Hoosier Youth Challenge Academy (HYCA) cadet packing list is the minimum required clothing and personal items for the Residential course. Personal hygiene items are required to be new and unopened. During Pre-Challenge, cadets will be instructed on how to mark the items.

### **In-Processing Day Appearance for Males:**

- **Males should arrive with a military style burr hair cut** (see the HYCA website for examples).
- A white polo or button down shirt with a collar should be worn.
- Non-designer blue jeans without holes and with belt loops, no skinny jeans, should be worn.
- A belt should be worn properly.
- Socks and appropriate under garments should be worn.
- Candidates should arrive wearing one pair of running or cross trainer athletic shoes. (No extreme colors or styles; no "fad" shoes.)

**NOTE:** These athletic shoes will be worn daily. We encourage you to have a good pair of athletic shoes for Physical Training (PT).

### **Male Cadet Clothing List:**

- 7 Pair Cotton Boxer Shorts or Boxer Briefs: Brown, Black or any solid color.
- 10 Pair White Socks (**must be at least calf length, no ankle socks**).
- Any sporting medical equipment, such as: knee/ankle/wrist brace or wraps, as needed.

**In-Processing Day Appearance for Females:**

- Females are not allowed to have beads, feathers, weaves or hair extensions with glue or that are sew-ins.
  - Females are not allowed to wear make-up of any kind.
  - Fingernails should be natural and without polish.
  - A white polo or button down shirt with a collar should be worn. (A sports bra should be worn under the white shirt for in-processing. Some females may require more than one bra to be worn at a time.)
  - Non-designer blue jeans without holes and with belt loops, no skinny jeans, should be worn.
  - A belt should be worn properly.
  - Socks and appropriate under garments should be worn.
  - Candidates should arrive wearing one pair of running or cross trainer athletic shoes. (No extreme colors or styles; no “fad” shoes.)
- NOTE:** These athletic shoes will be worn daily. We encourage you to have a good pair of athletic shoes for Physical Training (PT).

**Female Cadet Clothing List:**

- 7 Sports Bras: Brown, Black, Grey, White or any solid neutral color. Please ensure these items are properly fitted.
- 7 Pair Cotton Underwear: Brown, Black, White or any solid color. **NO thong or bikini style permitted!**
- 10 Pair White Socks (**must be at least calf length, no ankle socks**).
- Any sporting medical equipment, such as: knee/ankle/wrist brace or wraps, as needed.

**Each Candidate is required to bring with them a minimum of the following personal hygiene items:**

**(Please place these in a separate baggie)**

Personal hygiene items are required to be new and unopened. Tweezers will be provided by the Medical Department as necessary to individual Candidates.

- Tooth paste
- Toothbrush with plastic case
- Non-Alcoholic Mouthwash
- Body Wash
- Unscented Body Lotion or Vaseline
- Non-aerosol, unscented deodorant (No cologne.)
- Shaving cream or foam (No gel for shaving faces or after shave. Bump cream as needed.)
- Disposable plastic razors
- Pocket-size Kleenex packs
- Contact Lens Users: A 3 month supply of disposable, extended wear contacts and solution, plus one pair of prescription glasses with case.
- Two pair of shoe insoles or gel pads

**Personal Hygiene List (Females Only):**

- Hair brush/comb
- Bobbie pins, pony tail holders and mesh sock bun (can be found at Wal-Mart or Sally Beauty) These items must match the Candidate's **NATURAL** hair color.
- Hair conditioner (The Academy has well water. If necessary, bring leave in hair conditioners to prevent damage or breakage. If the Candidate's hair care requires special product, please provide those items for the Candidate. Please contact the Medical Department with any specific questions.)
- Gels, lotions or creams for shaving legs and underarms
- For facial hair removal: Please contact the Medical Department
- Feminine Hygiene Items to include: panty liners, pads or tampons

**NOTE: ANY** Candidates who require special care products to meet appearance and hygiene standards must discuss these needs prior to In-Processing Day. These standards are very important to the Academy and the intent of this policy is to follow the quasi-military atmosphere.

**Personal Items Common to All Candidates:**

- Waist length coat or jacket (winter class beginning in January only).
- Shoe Shine Kit. (We recommend KIWI brand shine kit, available at Wal-Mart. The kit contains two cans of BLACK polish, a brush and applicator.)
- Four 4x6 photos (Limited to immediate family and/or children).
- Address Book with family and friends addresses and phone numbers already entered. Please place Candidates name on the inside cover.
- Sketch pads and colored pencils are optional. These items are for use in limited personal time and will not conflict with instruction of any kind. Please ensure these items are clearly labeled with the Candidates first and last name.

**PARENTS, please keep the following items with you in a separate zip-lock bag to be turned over to the Medical Department's Station during In-Processing:**

- Prescription Medications and/or special products (These will be surrendered to the HYCA Nurse during In-Processing and will be inventoried and administered in accordance to the prescribing Doctor's guidance or under the supervision of the Academy Nurse.)
- Paper or cardboard emery boards
- Chap Stick
- Foot Powder, Corn Starch or Baby Powder (to prevent chaffing)
- Dental Floss
- Nail Care Kit
- Any special need items

**PARENTS, please keep the following items with you in a separate zip-lock bag to turn over to the Administrative Station during In-Processing:**

- 200-300 Minute Phone Card (Ensure that it is not a cell phone activation card and that it is not expired) **NOTE:** The “Walgreens” Phone Cards are not compatible with our phone system.
- Photo ID: Driver’s License or Official Government-issued ID for those Candidates that are 18 years of age or that will turn 18 during the Residential Phase.

***Items furnished by the Academy***

Cadets will be issued minimal clothing on opening day. As additional items are issued, each cadet will be required to sign a Clothing Equipment Issue Form. **Cadets and their parents are financially responsible for the items they are issued if they are lost or damaged.**

1 pillow *	1 BDU field Jacket *	1 Gray PT Suit *
1 pillow case *	1 Blue Class A Ball cap **	Shower Shoes *
1 pillow cover *	1 pair boots, combat, black**	1 Backpack *
2 blankets *	1 canteen w/ cover *	1 3 in 1 Coat (as weather dictates) *
2 sheets *	1 belt and buckle, black*	2 Collared Gray Logo
1 mattress cover *	1 shirt BDU*	Shirt *
1 laundry bag *	1 trousers BDU *	
3 t-shirts PT, blue*	3 trousers Blue Dickies *	
4 t-shirts, gray w/logo *	2 shorts PT, black *	

Personal Hygiene Items needed throughout the Class

\* These items must be returned to the Academy, the Cadet will pay for any missing or damaged items.

\*\* Upon successful completion of the 22-week program Cadets **may** keep these items. Cadets who do not successfully complete the 22 weeks must turn in these items.

## **CONDUCT**

Cadets are expected to conduct themselves in a mature self controlled manner at all times. Military customs and courtesies dictate that subordinates show respect towards their superiors. Cadets will follow military customs and courtesies while at the Academy.



- Cadets are required to address Cadre, Academy Staff and visitors as Sir or Ma'am. Cadets will be addressed as Cadet and last name i.e. Cadet Kirk. Cadets will call "at ease" when a Cadre, Academy staff or visitor enters an area.
- Cadets will use the words "yes" or "no" when responding to questions that require that answer. ("Yes, Sir or No, Ma'am") Cadets will stand at parade rest when addressing Academy staff and visitors.

**At no time will a Cadet be disrespectful toward an Academy staff member. Cadets will conduct themselves in a manner that will bring credit and honor to themselves and the Academy.**

## CONTRABAND

Cadets are prohibited from possessing contraband items. Cadre will check the cadets' area and equipment periodically for contraband and illegal drugs. **Contraband items deemed to have a negative influence on a cadet's progress at the Academy, will be confiscated by the Cadre and/or Academy staff.** These items include but are not limited to:

- **Weapons:** Including but not limited to, firearms, air rifles/pistols, knives, slingshots, bow and arrows, fireworks, firecrackers, explosive devices, ammunition or any other item that is designed to be used as a weapon.
- **Literature:** Including but not limited to, literature or pictures that are sexually explicit, anti-American literature, gang related, cult or devil worship or any other printed material that the Academy deems to be negative to a Cadet's progress.
- **Illegal Drugs and/or Drug Paraphernalia:** Any drug, (legal, illegal, prescription, over-the-counter) aerosol cans, (hair spray, deodorant), liquid polishes (nail, shoe, leather dyes), any form of glue, liquid whiteout correction fluid, matches or lighters, magic or laundry markers, eye drops, plastic bags, alcohol and products containing alcohol, substances used for huffing, inhalants are prohibited. Cadets in need of prescription or OTC meds will receive them from the nursing staff.
- **Tobacco Products:** The use or possession of any tobacco product is strictly prohibited and will not be tolerated. Any tobacco related product including but not limited to, cigarettes, chewing tobacco, snuff, dip, pouch tobaccos, cigars, lighters, matches, rolling paper etc. is prohibited.
- **Food and/or Drinks:** Food or drink items not served and consumed in the cadet dining facility are considered contraband. When privileges are earned, Cadets may be permitted, with cadre/staff approval, to have drinks or snacks in designated areas outside the dining facility.

- ***Jewelry:*** Cadets are not allowed to possess or wear jewelry while at the Academy. Wearing jewelry, rings, watches, earrings or body piercing jewelry is not permitted at the Academy. If married, a cadet is allowed to wear a wedding band. Cadets are allowed to wear a very small religious symbol. If a Cadet chooses to wear a religious symbol, it will be worn around the neck on a small gauge chain. The chain can be no shorter than 18 inches and must be worn under the shirt, close to the body and out of sight.
- ***Personal Hygiene Products:*** Only those cosmetics and makeup with documented approval from the Academy Nurse and the Director and or Deputy Director may be used.
- ***Gambling Paraphernalia:*** Any gambling device, item or activity is strictly prohibited and will not be tolerated. This includes but is not limited to, cards, dice, pitching pennies, wagering on sports events or any other activity.
- Tattoos and Paraphernalia:*** The use or possession of any tattooing paraphernalia is strictly prohibited and will not be tolerated. This includes but is not limited to, ink or coloring substance used for tattoos, needles or any device or instrument used to make tattoos. Cadets will not obtain a tattoo at any time or while on pass during the Residential Phase of the Academy.

## DISCIPLINARY ACTIONS

1. The Hoosier Youth Challenge Academy will use several methods, or tools to maintain Cadet Discipline. The Academy will not tolerate unacceptable behavior or flagrant disrespect. Physical exercise is the primary tool utilized to assist in maintaining discipline which may be intense and physical as well as emotional. This type of corrective training is designed to be repetitious, strenuous and stressful, thus discouraging inappropriate behavior but is monitored by the 1SG and MSG. This corrective type physical training may be conducted individually or in groups depending upon the situation not only to correct the behavior but to instill pride within the group as a team building technique. Cadets that don't respond to this type of corrective action will be recommended to the Cadet Review Board for further disciplinary actions.
  
2. Cadets who violate State or Federal laws may be prosecuted by the local area law enforcement agencies, and or terminated from the Academy. **Cadet Chain of Command will not be involved in the discipline action process. At no time will Cadet discipline Cadets independently.**

3. Though not specifically mentioned in this chapter, all conduct contrary to the good order and discipline in the Academy, and all conduct that could bring discredit upon the Academy, will be disciplined according to the type and degree of the violation.

4. There are many possible disciplinary actions that may be given for violations. The following, though not all-inclusive, are some of the methods used to discipline cadets:

- Warning / Reprimand (SPOT REPORTS)
- Extra Instruction / Incentive Training (PHYSICAL TRAINING)
- Restrictions to certain specified limits
- Formal Counseling
- Denial of Privileges
- Separation from HYCA

5. When appropriate, an **On-The-Spot** correction will be performed by the Cadre for problems such as appearance, attitude and procedures. The corrections may include, but are not limited to, the following:

- Extra Instruction / Incentive Training
- Verbal Counseling
- Incentive Training (PT)
- Additional Duties
- Documented Performance related counseling

**“Exceed Standards” Spot Report.**

**Used to recognize positive behavior.**

Documents that the Cadet is capable of good behavior.

One Spot Report may be used to document one positive behavior

No statement required on the form by the cadet

**The cadet must sign the report.** Refusal to accept responsibility for individual actions is in itself a disciplinary issue. Candidates / Cadets must accept the responsibility for their good or inappropriate behavior.

6. The **“SPOT REPORT”** is a means by which the Cadre records and reports minor and major violations of Academy rules and regulations. It can also be used as an Observation Report, or to report positive behaviors. The Cadre Platoon Sergeant will use the report to initiate disciplinary action when required.

7. The Lead Counselor and counseling team will conduct formal Performance counseling for Cadets who violate major offenses. Team Leaders are required to conduct formal performance counseling of Cadets, to include Leadership counseling, and counseling on positive actions performed by the Cadets.

8. Should a serious incident occur, the Cadre and or Staff are required to fill out a **Serious Incident Report**. A Spot Report will also be completed indicating the violation of Academy Policies or behavior expectations. Corrective Actions will be initiated on the severity of the violation to include possible release from the Youth Academy.

9. The Academies Cadet Review Board will follow the Review Board SOP. The Cadet may be included for questions, but is not required.

10. The Director makes the final decision on all appeals regarding Cadet Dismissals. Cadets who are retained by the Director, are automatically assigned an action plan, unless otherwise directed by the Director. Cadets who are dismissed by the Director are separated from the Academy at the earliest opportunity.

**Corporal Punishment (striking, paddling, slapping, etc.) will NOT be used. The Academy will follow our “HANDS OFF” and “SAFE PLACE” policies. The Academy is required to maintain a safe environment. In the event that a Candidate / Cadet is involved in a situation that could result in injury to themselves, other cadets, and/or cause damage to the facilities, the Academy staff will intervene and remove said Candidate /Cadet from the situation using the LEAST amount of force necessary.**

## **ELECTRICAL DEVICES**

Cadets may not bring any electrical device to the Academy. This includes but is not limited to the following:

- Cellular telephones, PDAs, stereos, radios, tape players, tape recorders, calculators, CD players, MP3 players, televisions, electric razors, musical instruments, power packs and chargers etc. are not allowed at the Academy and will be confiscated.
- Cadets are not permitted to possess any data storage items such as CD's, floppy disks, USB storage devices or any other date storage device.

## EMERGENCY SITUATIONS

If a Cadet is injured while at the Academy, the Cadre member in charge will immediately examine the Cadet to determine the severity of the injury. The Cadre member will contact the Medical Staff and follow their directions. The family will be notified if an injury requires a visit to the ER or hospitalization.

### *Family Emergencies*

When contacting the Academy regarding a family emergency, your call will be directed to a Key Staff member. If after normal duty hours, a Key Staff member will return your call.

Please notify the staff before you notify the Cadet of any news that might be upsetting. Family members are urged to call the Academy if an emergency arises at home.

Appropriate Academy staff should be present when bad news is presented to a Cadet. No emergency information will be relayed to a Cadet at night. Counselors are available to speak with your Cadet if you wish.

Death of an immediate family member (parent, grandparent, child, brother or sister) or the birth of a child whose parent is attending the Academy could result in an emergency leave. The Director handles emergency leave arrangements.

Family vacations, reunions and proms are not considered family emergencies.

### **Phone numbers for Academy Key personnel;**

**Administrative Assistant (receptionist) 765-345-1000/ 877-860-0003  
(toll free)**

**All calls; 765-345-1000 follow prompts, extensions for key personnel;**

**Director-1013**

**Lead Instructor-1011**

**Deputy Director-1007**

**Academy ISG-1008**

**Nurse-1014**

**Lead Counselor-1025**

**Operationsgroup@hoosier youth.org; for e-mail contact with  
Academy Operation Primary Staff**

**NOTE:**

When a Cadet is terminated, withdraws from the Academy, or completes the Residential Phase, **he/she or the Cadet's parent/guardian is required to pay any costs associated with replacing lost, missing or damaged property (such as clothing, materials, supplies, equipment) and medical charges (including medical/dental appointment fees, prescriptions, as well as, over the counter medications) etc. If for any reason a candidate/ cadet leaves the Academy prior to graduation the academy will; during Pre-Challenge return all monies, phone card, and stamps; during Challenge phase monies, phone cards only will be returned.**

**If for whatever reason your candidate or cadet is dismissed from the Academy and it is NOT during normal business hours all personal item belonging to that person will be mailed to the legal guardians home address, also the costs associated with mailing will be taken out of that persons funds and a review of any expenses incurred will be deducted.**

Academy equipment and property will be issued to cadets. If it is intentionally lost, damaged or destroyed, you will be required to pay for it. The clothing items issued to cadets have a monetary value and in the event of intentional damage or alterations to those issued items, the Academy will hold the cadet and/or the cadet family accountable

## **GANG STYLE ACTIVITIES**

- Gang activity is prohibited. Gang style activity includes, but is not limited to, initiation rituals, gang signs or symbols (in photographs, on clothing, anywhere in your possession or on your person, such as shaving eyebrows) or gang style of wearing clothing, gang colors, gang writing or gang artwork.
- Organized control; attempting to obtain power by inflicting pain and/or humiliation which causes another to feel victimized, and/or terroristic threatening is prohibited.

Gang-style activity will result in disciplinary action and may lead to dismissal; The Youth ChalleNGe Program has zero tolerance for gang related activity.

## **HEALTH CARE**

### **Work Mans Compensation**

- All Cadets in the program are neither considered federal employees nor are they a member of the National Guard. The participant (Cadet) shall be considered Federal employees under Subchapter 1 of Chapter 81 of Title 5, U.S. Code, for the purpose of compensation for work injuries; and for the purpose of Sections 1346(b) and Chapter 171 of Title 28, U.S. Code, and any other provision of law relating to the liability of the United States for tortious conduct of employees of the United States.
- The participants shall not be considered to be in the performance of duty while not at the assigned location of training or other activity authorized in accordance with the Program Agreement except when the participant is traveling to or from the location or is on pass from that training or other activity.
- In computing compensation benefits for disability or death, the monthly pay of a participant shall be deemed that received under the entrance salary for a grade GS-2 Federal employee. The entitlement of a person to receive compensation for a disability shall begin on the day following the date that the person's participation in the program is terminated.

## HEALTH CARE

Every family or Guarantor is responsible for the health care insurance and or health care costs, co-pays, prescriptions or treatments provided by providers outside the Academy. Those covered by a health care plan must have a plan card or copy of card, name of sponsor (policy holder), social security number and birth date of the sponsor. Mail or bring cards to the Academy Medical Department. Do not mail the card to the Cadet. Parent or Legal Guardian will assume all related medical costs as agreed to.

The family's personal health, dental, vision insurance and prescription cards or plan must be provided to our staff during the application process. Medicare/Medicaid or private carrier policies should be maintained and families are encouraged not to drop or alter current healthcare policies upon their Cadet's acceptance to the Academy.

It is crucial that applicants without medical insurance complete the required documentation to apply for Medicaid (Hoosier Health wise) 30-45 days prior to admission to the Academy.

The Academy has a full time nurse and two medical assistants. Our medical staff will provide essential care and administer medications.

Each Cadet must submit a current immunization record to include adult TB (tuberculin) screening and adult TD (tetanus, diphtheria) booster.

Please take care of all dental needs prior to in-processing day.

If your child wears prescription glasses or contacts, be sure they have a pair of glasses with a current prescription; a second pair is highly recommended.

A completed current physical is also very important prior to coming to the Academy.

Appointments after the Academy is in progress must be scheduled for when the Cadet is on home pass or after graduation. Permission for appointments on days other than scheduled passes will not be granted. Regular routine care should not be scheduled during the residential phase.

**The Academy must have a current copy of each Cadet's medical, dental, optical and prescription cards.**

### ***Prescriptions/Medications***

Medical Staff will supervise the distribution of medications. A monthly medication administration record is maintained for each Cadet to ensure that proper instructions are being followed. Both prescription and non-prescription medications will be recorded, as are treatments.



Each Cadet that is taking medications must come to the Academy with a thirty to ninety day supply of medication, or prescription refills. Medical staff will pick up prescriptions locally as needed.

Do not send any medication to your Cadet in the mail. You may however mail a prescription to the Medical Department for your cadet. The family will be notified by the medical department when pharmacy or any other co-pays incurred.

### ***Sick Call***

Any Cadet requesting medical attention or who needs to have a discussion with medical staff will submit a Sick Call request. Formal Sick Call is conducted each weekday morning. The Academy medical staff will call for the Cadet to report for evaluation and/or treatment. When the Cadet is referred for further medical, dental, vision or pharmaceutical needs, expenses are the family's responsibility. Emergencies are handled any time they may occur. Formal sick call is not conducted on weekends or major holidays. When necessary, the Academy will contact the Academy Nurse and take instruction for further action if needed.

## **HOMESICKNESS**

Homesickness may or may not be a problem for your Cadet. Academy counselors are trained to work with Cadets who may experience some anxiety due to separation or loneliness. It will help if they remain optimistic and positive, keep busy and stay focused on their reasons for coming to the Academy. Cadets are encouraged to write home and to friends at least once a week. We also encourage family and friends to write to as often as possible.

**Letters from home are the only form of communication other than a brief weekly phone call. Cadets look forward to the daily mail call and letters of encouragement from family and friends.**

**Cadets sometimes call or write home to have someone come get him or her. If this occurs, please call the Academy to discuss the situation.**

Please do not show up unannounced to pick up your cadet. If a Cadet is to be sent home, the Academy staff will call and arrange to have someone come to the Academy to take them home.

**Keep in mind that** teenagers often exaggerate and over dramatize occurrences.

**In the event that you receive a letter or phone call from the cadet stating that are being abused or threatened, please contact the Director, Deputy Director, and/or Lead Counselor. It should be understood that** if the cadet does not want to be here, initially, they will say or do

**extreme things to justify their actions or provoke you into “saving” them.** If you have questions or concerns about what your cadet has communicated to you, please contact the Academy.

## **IDENTIFICATION CARD**

Each Cadet will be issued a HYCA photo Identification (ID) Card. The cadet is required to have this ID card at all times. They will need the HYCA ID card to participate in activities where a photo ID is required. Any attempt to alter an ID card will result in disciplinary action.

## **LAUNDRY**

Each Cadet is responsible for washing his/her uniforms and other personal items (i.e. underclothing, towels etc.). The Academy provides washers and dryers for the cadets to use. Bed linens, sheets and pillowcases are cleaned by HYCA supply staff.

## **LIBRARY**

Parents may send books (hard cover or paperback) to their cadets utilizing the following procedures:

Packages containing books will be address to:

Hoosier Youth ChalleNGe Academy  
ATTN: Leader Instructor  
10892 North St. Rd. 140  
Knightstown, IN 46148-9718

- Upon receipt of the package, the Lead Instructor will review the book to ensure it is appropriate reading material for young teenagers. If appropriate, the Lead Instructor will issue the book to your cadet.

After your cadet has finished reading the book (UNLESS THE PARENT SPECIFICALLY REQUESTS THAT THE BOOK BE RETURNED) it will be returned to the Lead Instructor who will place it in the HYCA library for other cadets to check out.

**Any book received will be considered a donation to the Academy.** On the inside front cover, please mark “This book donated by the Family of Cadet \_\_\_\_\_” and date (month and year). It will be placed in the HYCA Library and **will not be returned to you or the cadet unless you specify otherwise.**

## MAIL

Outgoing mail is collected and incoming mail is delivered to the Cadets Monday through Friday. Remember to write friendly encouraging letters to your Cadet often. Have other family members and friends write him/her frequently too. We encourage your Cadet to write home at least once a week.

Use the following mailing address to write to your cadet.

**Cadet (First Name Last Name), Platoon #  
Hoosier Youth ChalleNGe Academy  
10892 North St. Rd. 140  
Knightstown, IN 46148-9718**

The Academy receives a large quantity of mail each day. If any mail arrives without a name, Academy staff will open it to determine to whom it was mailed. This piece of mail will then be re-sealed with tape and given to the cadet.

- Cadets' mail will be kept, stored by cadets, and returned to families at Home Passes.
  - Cadets are allowed to possess four 4x6 photos of immediate family members only.
- Family members should expect letter writing to start on day 2 of Pre-ChalleNGe (PC) with first letters going out in week 1 of PC.

### Email

Cadets **do not** have the capability to send e-mail.

### *Care packages:*

Care packages may **NOT** be sent to cadets. Do not send food or snack items to your cadet. They will not be allowed to eat them.

Cadets will open all mail in front of a Cadre or staff member, remove contents and then return back into the envelope. If there is contraband it will be confiscated.

Cadets are not permitted to receive food items; food items are contraband and will be confiscated.

Do not send any tobacco products, food, or other contraband items to your Cadet.

**Before sending anything other than letter mail please contact the Academy for permission.** Approval for this issue is discussed earlier in this Handbook.

The Academy will satisfy NEEDS but NOT WANTS. This is a life lesson that we all learn to live with in our means.

## **PASSES**

Cadets will not be granted passes during Phase I of training. You will be notified of all scheduled passes. Families must arrange to pick up and return the Cadet according to the Academy's pass policy.

Cadets will not be allowed to stay at the Academy on dates of scheduled passes. Cadets must use the Academy ID card to sign out upon departure and sign in upon return to the Academy.

Absolutely no Academy property is to leave the HYCA premises with the Cadet when going on pass, other than uniform worn as instructed. Bags and other personal gear are subject to inspection prior to leaving and upon return.

You will be notified of departure times and must be adhered to.

**PLEASE DO NOT ASK TO PICK UP YOUR CADET PRIOR TO THE SCHEDULED DEPARTURE TIME. IF YOU ARRIVE EARLY, YOU MUST WAIT.**

- **A PHOTO ID IS REQUIRED FROM ANY PERSON SIGNING OUT A CADET.**

- 

**Only those adults over the age of 21 and authorized for pick up on the application or emergency contact form may pick up a cadet.**

Cadets will take home needed medications.

**DO NOT GIVE CADETS ANY MEDICATIONS THAT WILL CAUSE A POSITIVE RESULT ON A DRUG TEST.**

While a member of the Hoosier Youth Challenge Academy, personal conduct must at all times meet Academy standards; this applies while on pass as well as at the Academy.

Violations of Academy standards are subject to investigation and possible disciplinary action.

Cadets will be drug tested upon returning to the Academy after a leave or pass.

## PERSONAL PROPERTY

**Search and Confiscation of Property:** The Academy reserves the right to search, at any time, any property assigned to Cadets (such as foot lockers, desks, cabinets, rooms, clothing etc.) or to search through other items brought to the Academy.

**When non-contraband, unauthorized personal property is confiscated from a Cadet, the Cadre Shift Supervisor will inventory the items and make three copies of the inventory. One copy will be placed in the container with the Cadet's property and sealed, one copy will be given to the Cadet and the third copy will remain with the Shift Supervisor. The personal property will be returned to the Cadet or the Cadet's Parent/Guardian during out-processing. Unlawful contraband will be confiscated and will not be returned to the Cadet or the Cadet's parent/guardian.**

## QUASI-MILITARY

**Discipline:** Through leadership, behavior management, and the Cadet discipline system our goal is for every Cadet to return to his/her environment as a productive member of society.

The discipline system is both developmental and correctional and is driven by positive and negative reinforcements.

A variety of physical endeavors are used to prevent Cadets from repeating poor decisions or demonstrating bad behaviors.

**Formations:** Formations are necessary for accountability (roll call), passing information, conducting inspections, preparation for training and moving from one location to another in an orderly manner. Formations are mandatory for all Cadets.

**Drill and Ceremonies/ Close Order Drill:** Drill and Ceremonies and Close Order Drill are military activities the Cadets will perform daily and are a major part of the Quasi-Military environment. A great amount of emphasis is placed on this military structure. Cadets will become proficient in marching movements, squad, platoon and company drill as well as individual drill movements. They may represent the Academy at Drill Competitions in Indiana and out of state.

**Off Limits Areas:** All Academy facilities are off limits to Cadets unless an Academy staff member gives specific permission. Under no circumstances are Cadets of the opposite sex permitted in the dormitory area of another Cadet.

Cadets are not authorized to leave post for any reason without a parent, approved adult or Academy staff/personnel. All instructional areas are off limits unless supervised by Academy staff.

**Training Schedule:** A weekly training schedule is distributed to all staff members. All scheduled Cadet training activities are listed for the current week. The schedule will list the time and location for training, uniform and instructor; any special information will also be listed.

**Emergency Drills:** Both scheduled and unscheduled emergency drills (fire, tornado) will be conducted to prepare Cadets and staff for these emergencies. Cadets should follow directions given by staff personnel.

**Color Guard Detail:** The honor of Color Guard is assigned to highly motivated Cadets well trained in Drill and Ceremonies and who are selected by the First Sergeant.

The Color Guard carries the colors as necessary for special programs and parades. The Company Guidon Bearer traditionally carries the Company Guidon, also known as the unit colors at the front of the company formation.

**Health and Hygiene Inspections:** Every evening Cadre will ensure all Cadets have taken showers and they will check if Cadets have any injuries, athlete's foot, blisters, etc. In addition, random checks will be made for contraband.

**Physical Fitness:** The Presidential Physical Fitness Test (PPFT) is taken three times during the cycle. Cadets are awarded the appropriate award based on their scores. This test is used to measure Cadets flexibility, strength and endurance.

**Locker:** Each Cadet is assigned a locker to keep his/her gear and personal items in. Cadets are instructed on placement of all items in the locker.

## SEXUAL CONDUCT/ RELATIONSHIPS

**Your child will not become involved in romantic or sexual relationships in any form with another Cadet while at the Academy.** All forms of romantic or sexual relationships or fraternization between Cadets are strictly prohibited. Cadets who violate this policy are subject to disciplinary action and potential immediate dismissal. Cadets will not display affection, fraternize with, or show any romantic interest towards another Cadet while at the Academy. These include, but are not limited to, the following actions:

Writing or Passing notes or letters by any means including the US mail  
Kissing  
Hugging, Petting  
Hand holding  
Intercourse or sexual contact of any kind (**termination offense**)

**Cadets will follow the three-foot rule (remain at least three feet away from another cadet) so as not to violate the personal space of another person. Male/Female Cadet Groups must consist of at least three persons.**

### ***Sexual Harassment***

Sexual harassment will not be tolerated and violators will be subject to termination. All cadets must avoid offensive or inappropriate sexual behavior. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct is made either explicitly or implicitly a term or condition of any Cadet's stay at the Academy.
- Submission to or rejection of such conduct by a Cadet is used as the basis for training decisions affecting that Cadet.
- Such contact has the purpose or effect of unreasonably interfering with a Cadet's performance or creates an intimidating, hostile or offensive learning environment.

Examples of prohibited conduct includes, but is not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, other verbal, graphic or physical conduct relating to an individual's gender, or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs or cartoons.

All complaints will be promptly and carefully investigated. Staff investigations will include but not be limited to, interviews with each cadet or staff involved in the complaint, including the complainant, the accused and other potential witnesses.

## **SUBSTANCE ABUSE**

The use or possession of illegal drugs or alcohol by Cadets is prohibited. **Cadets caught possessing or using illegal drugs or alcohol will be terminated from the Academy. A cadet giving another cadet medication not prescribed for them is illegal and may be referred to law enforcement agencies.** Additionally, cadets (or any other individual) involved in illegal drug or alcohol activity may be reported to local law enforcement authorities. **Hoosier Youth Challenge Academy is State property and illegal drug or alcohol activity may also be a violation of State/Federal Law.**

Drug testing will be used to protect the community, deter future criminal behavior and assure the safety of cadets and staff.

Drug Screen shall mean testing of a urine specimen for the presence of illegal drugs.

“Positive result” shall mean illegal drug use is detected.

“Negative result” shall mean illegal drug use is not detected.

### ***Drug Testing and Screening Procedures***

During the application process, **Applicants** were made aware that every person is tested for the presence of illegal drugs and may be randomly tested throughout the Residential Phase. In addition, you signed a release form to allow such testing. A **“positive result” at any time during the Pre-ChalleNGe and Residential Phases of the program shall result in immediate termination from the Academy.**

The Academy nurse and/or staff working under his/her supervision conduct drug screening. Test results are only provided to selected program staff and will not be shared with other cadets. Medical staff may ask questions about any drugs taken including prescription, over-the-counter, illegal prescription or illegal drugs. Academy medical staff conducts the following four screenings:

The initial drug screen will be announced by the Director and will be conducted in accordance to National Guard Bureau policy.

Screening for Cause: All cadets will be subject to screening for cause.

Cause includes but is not limited to, safety violations, accidents, errors in



judgment that risk accident or injury, erratic or otherwise unexplainable behavior.

Unannounced random screening: Unannounced random testing of all cadets will be utilized.

**Cadets will be tested for illegal drugs upon returning to the Academy after a leave or pass.**

## **TELEPHONE CALLS**

**Cadets are not allowed to make calls during Pre-ChalleNGe.**

If you receive a call from your Cadet during the first two weeks, without first contact by Academy Staff, he/she is breaking a rule and is subject to disciplinary action.

After Pre-ChalleNGe, Cadets will place a five - ten minute call on Sundays. Telephone privileges may be suspended for disciplinary reasons.

The number of calls allowed depends on the Cadet's privileges.

Each call is limited to five - ten minutes regardless of number allowed.

The cost of the calls is the responsibility of the Cadet and the Cadet's family.

Long distance calls will not be paid for by the Academy.

Pre-paid telephone cards are the only authorized option for making calls. Cadets are required to bring a 400/600 minute phone card with them during in-processing.

**Cell phones are not permitted.**

Cadets are not permitted to use any phone unless directed by cadre or staff.

Telephone calls are made from phones located in the Cadre Building.

**CADETS ARE NOT ALLOWED TO RECEIVE INCOMING TELEPHONE CALLS ON ANY ACADEMY TELEPHONE AT ANY TIME.**

**CADETS WILL NOT LOAN THEIR PREPAID PHONE CARD NOR GIVE THEIR CARD NUMBER TO ANY OTHER CADET.**

**During Mentor visits, if a Mentor allows a cadet to use their personal cell phone that phone call will be considered the cadets weekly phone call. In the event that the cadet has lost his phone privilege, then using a Mentor phone is in violation of Academy procedure. The cadet is expected to inform the Mentor of the restriction. Phone calls are limited to a total of 10 minutes regardless of how many people they call**

## **TOBACCO PRODUCTS**

**Hoosier Youth Challenge Academy has little tolerance related to tobacco use.** Cadets are prohibited from using, purchasing or possessing any type of tobacco product. Further, it is a violation of law for persons under the age of 18 to purchase tobacco products. Cadets found using or having any tobacco products in their possession will receive immediate Corrective Action. Repeated violations are grounds for dismissal. **DO NOT SEND TOBACCO PRODUCTS TO YOUR CADET.**

Cadets are not allowed to have any tobacco products, cigarette lighters, matches or other flammable materials.

All tobacco products and flammable materials will be confiscated during the initial Cadet shakedown.

Frequent inspections for tobacco products will be conducted.

Smoking cessation classes are available as a part of the course curriculum. Cadets that have a tobacco addiction/problem and need help in quitting are encouraged to contact the counselors for assistance.

Enrollment and participation in smoking cessation classes does not give you permission to use or possess tobacco products. This includes chewing tobacco.

## **VISITATION**

**No visitation is allowed for Cadets during Phase One.**

**Visitation is limited during Phase Two to only when requested by the Academy.**

**Mentors are allowed to visit Cadets with advance coordination through the Post Residential Department. Mentor visits are normally after the Match ceremony on or about week 13 and visit times are Sunday only 1 PM to 5 PM. This is in conjunction with Cadet Concession, and the Academy has briefed the cadets that if they want mentor concessions then the cadet will purchase the concession. Cadet Concessions will not take cash. Mentors are NOT allowed to bring any food items, allow cadets to get in automobiles, or leave designated areas for Mentor visits.**

**If information is needed, contact the Deputy Director. All visitors must report to the front desk at the HYCA Headquarters Building when arriving for visitation.**

**Public Visitors**

The Hoosier Youth ChalleNGe Academy welcomes visits by the public Monday - Friday 8am to 4pm. All visits by the public must be approved by the Director and escorted by Academy Staff. All visitors and guests must report to Hoosier Youth ChalleNGe Academy, Headquarters Building.

**MENTOR**

In reaction to the increasing number of youth that are dropping out of school, Congress has mandated new incentives to provide educational opportunities for students who did not succeed in the traditional classroom programs. The Hoosier Youth ChalleNGe Academy is one such initiative where a comprehensive and rigorous program to reclaim our youth in Indiana is underway.

***Rationale***

1. Large segments of Indiana youth are educationally at risk. Over 20,000 students drop out of Indiana schools each year. In the United States, someone quits school every eight seconds.
2. Youth who drop out of school are becoming one of the most “at-risk” populations in America. Eighty-two percent of prisoners are dropouts.
3. Jobs that require less than four years of school are among the slowest growing and poorest paying in the economy. It is five times more difficult for dropouts to gain employment.
4. Congress has directed the National Guard (with locations in over 3000 communities nationwide) to develop and implement youth programs to aid educationally at-risk teens. The National Guard can provide life coping and employability skills, which in turn will allow a quality opportunity for these individuals to become productive members of society.
5. As Cadets pass through the residential phase of the program, the Academy works closely with them in a safe secure environment to develop the life coping skills and values it takes to be productive citizens. Now that the cadets plan to return to the real world, mentors have accepted the ChalleNGe to help provide a link between the Cadet and the Academy.

PHASE III, the Post Residential Phase of the program is a period of 12 months of continued support to the Cadets who have successfully completed the Residential phase. Although the staff and resources at the Academy remain available, the Post Residential Advisors and a volunteer Mentor from the Cadet’s community provides most of the direct support to the Cadet. They serve as the Academy’s eyes and ears

in a personal one-on-one relationship once the Cadet returns home to their community.

Most dictionaries define mentor as “a wise and trusted teacher or counselor.” The Mentoring relationship is vital to the success of the Post Residential Phase and to the entire program.

### ***Role of the Mentor***

The role of the mentor is to provide a competent and caring adult to help the Cadet continue to identify and explore their opportunity for success. The role is primarily three fold:

- (1) Mentors must model the types of life skills, work ethic and attitudes needed to be productive members of society.
- (2) They must be capable and willing to facilitate the continued development and refinement of those same behaviors in the Cadet they work with.
- (3) They must be committed to a process of training and ongoing intensive involvement that will span a period of 17 months.

### ***Qualification of the Mentor***

The basic requirements of a mentor are that they must:

- Be at least 23 years old and the same gender/sex as the cadet.
- Live in the same geographical area as the cadet.
- Agree to and be able to successfully pass a criminal background check.
- Not live in the same household, be a close relative, the cadet’s girlfriend / boyfriend's parents, or the employer of the cadet or his/her parents or legal guardian.

Capable of being a role model who demonstrates by example the types of life skills, work ethics and attitudes needed to be a productive member of society.

The mentor must commit to:

- Attend a mentor training session that will be provided at our Academy.
- Begin building a relationship with the Cadet and provide encouragement during the five (5) month Residential Phase.
- Continue the Mentor-Mentee relationship through visits, mail, email, or telephone calls during the twelve (12) month Post-Residential Phase with a minimum of four of the above contacts monthly.
- Provide guidance for social development and achievement of the Cadet's goals and objectives after graduation.

Submit a monthly progress report to the ChalleNGe program.

**Volunteer to serve as a mentor:** In the Post Residential Phase, the Mentor becomes the primary guide to help the Cadet stay focused on appropriate goals in their educational career and personal lives. Mentors help Cadets become stronger, more productive citizens.

**Commit one's self to the Cadet:** The Mentor's role is to provide support by listening to and advising the cadet, by helping the Cadet identify and use appropriate community resources and the Cadet's personal resources. As a positive role model, the Mentor will help guide the Cadet toward a solution for problems rather than offering a solution. A Mentor should encourage the Cadet to establish meaningful relationships with their families and within the community (church, synagogue, youth groups and clubs).

**Communicate with the Cadet:** Mentors will have weekly contact with the Cadet through personal visits, telephone calls and letters. Frequent contact is necessary to establish good rapport and to assist in the Cadet's transition to independent living.

**Communicate with the Academy:** Mentors will provide both written and verbal reports to the Academy on a monthly basis. These reports should include Cadet Contact, employment or educational status and personal well-being information (i.e. relocation, legal involvement, personal setbacks, and personal highlights).

**Confidentiality:** The Mentor/Mentee relationship is one based on mutual trust and respect. However, trust and respect are earned through mutual effort. We want this experience to be a positive one for all involved.

If, at any time during your relationship, the Cadet confides information to you that indicates harm to them or to others, please report it to the Academy. We hope you never have to deal with abuse of any kind, but we must never ignore a cry for help. Legal Guardians should direct all questions and concerns to the Academy.

Cadets are given the same instructions for reporting this type of information to the Academy. Use the support system; we will get the appropriate assistance. All information is handled in a confidential manner.

***What a Mentor is:***

- \* A GOOD LISTENER*
- \* A FRIEND*
- \* A COACH \*A GUIDE*
- \* A HELPER*
- \* A FALLIBLE HUMAN BEING*

***What a Mentor is not:***

- \*A SAVIOR*
- \*A FOSTER PARENT \*MS. OR MR. FIX IT*
- \* A LICENSED SOCIAL WORKER*
- \* A REGISTERED ADVICE- GIVER \* A COOL PEER*
- \* A PAROLE OFFICER \* A LOAN OFFICER*

**WHAT MAKES A GOOD RELATIONSHIP?**

Together establish a common history, for example do a Service to the Community project, work on a hobby, share experiences. As the date of graduation from ChalleNGe approaches, work towards the cadet becoming independent.