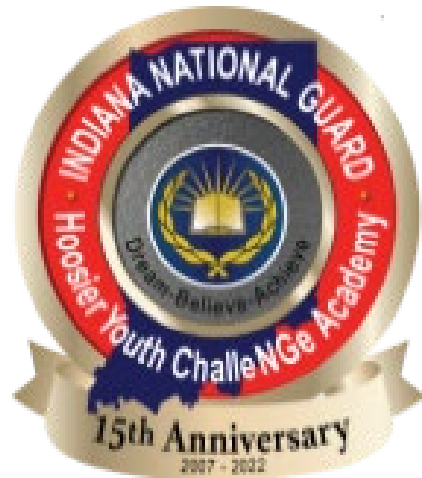


Hoosier Youth ChalleNGe Academy



PARENT HANDBOOK

Hoosier Youth ChalleNGe Academy
10892 North State Road 140
Knightstown, IN 46148

2024

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GUIDANCE FROM THE DIRECTOR

Dear Parent or Guardian:

The next 17-½ months are an exciting time for you and your youth, and we are honored to be a part. We understand this is a big commitment for both of you, and we want to ensure that this time is as successful as possible. As such, we are requesting your assistance in avoiding the one word that can cause an obstacle to your youth's ultimate success and graduation – the word “Yes!”

It is common during the initial phase of the Program, and in some cases, extending into mid-cycle, for youths to call and say they want to leave. They may give a myriad of reasons why they cannot make it to completion and must be picked up right away. Rest assured. If your youth needs to leave, we will let you know. In order to affect the positive change that we all desire for your youth, some days are not going to be pleasant for them. So, if you do get a letter or get a phone call with an upset child begging you to come get him/her, we ask that you avoid saying “yes.” Instead, for your child's future, it is imperative for you to remain strong, tell your youth you love them, encourage him/her to complete this ChalleNGe, and gently say “no.”

Encouraging your youth to “stick it out” to the end is the #1 thing you can do to ensure success in the Program. If you ask any Youth ChalleNGe graduate, they will all tell you that wanting to quit and come home was one of their biggest hurdles, but they are so proud they completed the ChalleNGe and made it to the end.

A Cadet or his/her parent(s) or guardian(s) may be required to cover the cost for the repair and/or replacement of any HYCA property intentionally damaged by the Cadet. Payment will be sent to HYCA with the payment made to the State of Indiana. Failure to do so may result in dismissal from the program, and possible legal actions.

In addition, below are some other areas which we need your assistance, or that you should be aware of.

1. Please send mail to your youth weekly! Mail call is very important for your youth's morale. But, we ask that you do not send negative information in your letters. The more positive reinforcement he/she receives throughout the Program, the better his/her chances are for success. We encourage you to contact the Case Management staff to assist in delivering information that is difficult or sensitive in nature.
2. To fit everything in to the 5½ months allotted, we must operate on a very tight schedule. Your youth will be involved in training, most of every day, often away on field trips, work projects, or service to community events. We ask that you do not make any surprise visits to the Academy.
3. Be assured that all information concerning your youth will be sent to you officially from Youth ChalleNGe staff. Please confirm any information regarding time schedules, locations, or student disposition with our administration.

4. Everything in the Program has a reason, including designated times for telephone calls. Each youth will be given a time slot to make phone calls to whom they choose. *As a note, no phone calls are allowed during the Acclimation Phase.*
5. Please understand that all youth may undergo random drug tests. A positive test will result in immediate dismissal.
6. We will contact you immediately in the event of a serious illness, accident, or any serious disciplinary action, such as your youth being put on probation or being expelled. All medical concerns should be directed to the Medical Department at, 317-938-8161.
7. Please keep us updated at all times with a way to contact you in case of an emergency. If your contact numbers should change, please call the HYCA staff directly, rather than relaying the information through your youth. If you leave town for any length of time, please leave instructions on how and where to contact you.
8. In the event of destruction to ChalleNGe property, we reserve the right to withhold the commencement diploma until restitution has been met.

We developed these rules and guidelines based on years of Youth ChalleNGe experience – the #1 goal being your youth’s success. We want to ensure an environment where youth can mature and strengthen their character through self-discipline. Self-discipline is a pre-requisite for integrity and essential to the exercise of responsibility. With your help, we will do everything in our power to provide an atmosphere where the engaged youth will have no option but to succeed.

Best wishes,

Troy Joslin, Director
Hoosier Youth ChalleNGe Academy

PROGRAM STAFF DIRECTORY

1-765-345-XXXX

firstname.lastname@hoosier youth.org

COL (R) Troy Joslin x1013Director
LunSondra Woods x1007Deputy Director
Natasha Frady x1083Director's Admin Assistant
Whitley Stoops x1001Deputy's Admin Assistant
Doug Tompkins x1081Commandant
Hanna Chew x1003Program Coordinator
Grant Fulton x1025.....Academic Principle
Brandi Gaddis x3001.....Lead Case Manager
Mike Carter x1014.....Medical Department
Susan White 317-331-9135.....Admissions Coordinator

Other Numbers

Cadre Shift Supervisor..... 317-340-0925

Case Management Fax.....765-345-1012

HYCA Main Campus Fax: 765-345-1002

Medical Staff 317-938-8161

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 here at the Academy.

MISSION OF THE ACADEMY

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 and residential setting. Which is then 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, instill basic 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 8 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 Cadets are test tested upon returning from off grounds events and may be tested throughout ChalleNGe as deemed necessary. Any Candidate/Cadet testing positive for illegal drugs will be sent home. **NO EXCEPTIONS!**

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:
“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.

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 a 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 of 1993, the ChalleNGe pilot program began a three-year pilot operating fifteen State programs across the Nation. Indiana is the 29th State to fund a program.

The U.S. Department of Defense and the State of Indiana fund the ChalleNGe program. The program is operated by the National Guard Bureau and is a Governor’s 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 (15 ½ for the High School Track)
- Drug-free
- High School Drop-out or incapable of Graduating on time
- Capable to participate both mentally and physically
- Indiana resident
- No felony convictions nor pending felonies

Hours of Operation

Normal hours of operation for Administrative Staff, Instructors and Counselors are 0800hrs to 1600hrs, Monday through Friday (excluding holidays). Please place your phone calls to the Academy during normal daytime hours of operation at (765) 345-1001 and our Administrative Assistant will direct you to the appropriate extension.

For after-hours contact, you can call the Cadre Supervisor’s phone at 317-340-0925. This line is our Cadre line which is checked daily. A Cadre Team Member will return your call within 24 hours and direct your concern to the appropriate Staff or Cadre member.

The Academy website 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, post comments or ask questions.

<https://www.in.gov/ago/hyca>

Military Model Program

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, 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.

Off Limits Areas: All Academy facilities are off limits to Cadets unless an Academy staff member gives specific permission. Under no circumstances are Cadets permitted in the living area of Cadets of the opposite sex. Cadets are not authorized to leave post for any reason without a parent, approved adult or Academy Cadre or Staff.

Training Schedule: A weekly training schedule is distributed to all Cadre and Staff members. All scheduled Cadet training activities are listed for the current week.

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

Color Guard: 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 for special programs and parades.

Health and Hygiene Inspections: Every day 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 Physical Fitness Test (PFT) is taken three times during the cycle. This test is used to measure Cadets strength and endurance.

PROGRAM OUTLINE

There are two phases of the ChalleNGe Program

PHASE I—Residential (on site) 22 weeks
Residential includes Acclimation and ChalleNGe

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.

The Residential portion (PHASE I) includes two training phases:

1. Acclimation: Acclimation 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. This is a quasi-military Academy and not a summer camp. The training will be tough, both mentally and physically, as Cadets adjust to a new routine. The time will be filled with group activities, training classes, physical training and Platoon competitions.

*If a Candidate is dismissed during Acclimation, all personal items, stamps, and medications will be returned.

2. ChalleNGe: ChalleNGe is centered on completion of the Eight Core Components (pg. 5). The focus is on the “whole person.” During this time the Cadets will participate in remedial instruction, High School Credit Recovery and HISET preparation, technical training, community service projects, life skills and a number of other activities; these are required to enhance their future.

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. 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 ChalleNGe, all remaining personal items, and medications will be returned.

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. Students are enrolled on one of two Academic Tracks – High School Credit/Credit Recovery or High School Equivalency (HSE).

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.

Service to 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 Community in and around the central Indiana area and with agencies such as Habitat for Humanity, County Parks, Food Banks 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, peer leadership, 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 Core Components must be achieved to successfully complete the Residential Phase.

ACADEMICS

The Academy has two tracks depending on the cadet's graduation pathway at HYCA - the HSE (high school equivalency) and HS pathway. Students are in class through a weekday schedule of classes Monday, Tuesday, Thursday, and Friday for three instructional periods. All teachers have a minimum of a bachelor's degree and meet the requirements set by the Department of Education or Department Workforce Development (DoWD). Academy students are required to meet the DoWD requirement for taking the HiSET. New Castle Schools through their Career Center and DoWD provide industry recognized certifications for students in the Academy program. The industry recognized certifications are determined by the Director/Deputy Director and the New Castle Director for what best fits the needs of the Academy cadets. Currently, HYCA offers certificates in retail sales and basic construction through an NCCER certified instructor. The curriculum is adaptive to meet the needs of a rapidly changing workforce. New Castle Schools provides necessary education materials for students such as books, workbooks, paper, pencils, calculators and other study preparation materials related to the HiSET. HYCA provides classroom space for instructor and study hall periods for cadets working toward the HiSET.

The second option for HYCA cadets, is gaining high school credits. Cadets wishing to return to high school upon completion of the program or for students who are on the pathway to graduate with a Core 40 diploma in Indiana. Students wishing to take advantage of this pathway enroll as a high school student in New Castle School System and work on completing the appropriate credits necessary toward a path of high school graduation.

APPEARANCE

Appearance is an important reflection of an individual as well as the organization they represent, self-discipline, and professional behavior. Cadets shall adhere to high standards of personal appearance throughout the Residential Phase. 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.
- Male Cadet's hair will be neat and trimmed. Standard military haircuts are required. Cadets will not shave their heads. Show up appearance for males will be standard military burr haircut. Male Cadets will be given haircuts on a regular basis.
- 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, black or blonde instrument. Cloth "scrunches" or colorful hair bows are not to be used. It is preferred that all female Cadets bring a mesh "sock bun" in with them to utilize.
- Beads, extensions, weave or similar ornamental items are not authorized.
- 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.
- 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. Some examples of hygiene items we will provide include but are not limited to: toothpaste, toothbrush, deodorant, body wash, body lotion, shampoo, hair control gels, lotion, and shower caps.

*Any special needs items must be approved by Medical, the Deputy Director and the Director. If approved, they must be provided by the Parent/Legal Guardian.

AWARDS

1. Platoons receive Guidon streamers throughout Acclimation and ChalleNGe for specific achievements:
 - **Physical Fitness Streamer:** Awarded to the Platoon achieving the highest percentage beginning with the diagnostic evaluations.
 - **Drill & Ceremony Streamer:** Awarded to the Platoon that exhibits proficiency in performing marching movements in competitions. Evaluation conducted by Cadre leadership.
 - **Esprit De Corps Streamer:** The Platoon that demonstrates motivation and teamwork during the Residential Program Phase.
 - **Barracks Inspections:** Awarded to the Platoon who has held the standard in all aspects of the barracks.
2. An Awards Board determines individual award recipients. Awards are presented to the Cadet that excelled in that area, and awarded at ChalleNGe Graduation:
 - Awards Board Members consist of the Deputy Director, Lead Instructor, Academy First Sergeant (1SG), PCO, and Lead Medical Staff.
 - Nominees for each Graduation award will be accepted beginning week 16. The board makes the determination for each individual award by week 18.
 - The form titled for that specific award will be used when making recommendations.
3. Cadets can earn individual awards given at graduation from the ChalleNGe portion of the program. Eligibility for these individual awards is specific, the Cadet must have no Level 3 Spot Reports and be willing to go before the Awards Board to demonstrate ability, knowledge and skill for certain awards. The awards are:
 - **R. Martin Umbarger Distinguished Honor Graduate Award:** Awarded to the Cadet who demonstrated success in all Eight Core Components of the Academy Program.
 - **Wayne L. Hill Leadership Award:** Awarded to the Cadet that demonstrated outstanding leadership qualities while performing assigned leadership position(s).
 - **Ironman Physical Fitness Award:** Awarded to the Cadet who demonstrated strength, endurance, and stamina throughout the 22-week program.
 - **Cadet Choice Award:** Awarded to the Cadet who is selected by their peers as the one who best exemplifies the true spirit of the Academy.
 - **Academic Excellence Award:** Awarded to the Cadet who exceeded Academic requirements, and has achieved outstanding overall grades.
 - **Col (RET) David Shorter Most Overall Improved Cadet:** Awarded to the Cadet who has distinguished themselves amongst all other Cadets by showing significant improvements in the Eight Core Components. Recommendations are made by all Cadre and Staff.
 - **Director's List:** Awarded to the top 10% of Cadets who have excelled in all components of the program, maintained a positive attitude, and have improved overall in all Eight Core Components.
4. During the Residential Phase, awards are given to recognize the Cadet's progress and achievement in academics, physical training, leadership, service to community and other Academy events. These 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.

- Acclimation Phase Graduation Award Ribbon
- Presidential Physical Fitness Award Ribbon
- High School Equivalency Diploma Award Ribbon
- Director's List Award Ribbon
- Wayne L. Hill Leadership Award Ribbon
- Service to Community Award Ribbon
- Ambassador Award Ribbon
- Level 2 Honor Platoon Award Ribbon

CADET RIGHTS

1. Certain rights are established to safeguard the Cadet's physical and mental health while at the Academy. Staff and Cadre are responsible for the welfare of the Cadets.
 - All Cadets shall have an equal opportunity to succeed regardless of gender, race, religion, natural origin, age, marital status, mental, physical disability, physical status.
 - 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:
 - Uninterrupted Sleep – During the hours scheduled for sleep, except for quiet waking individuals for administrative or health reasons.
 - Attend sick call – Scheduled medical and dental treatment as required when given permission using the protocol for attending sick call.
 - Receive mail upon day of delivery. All mail will be delivered to the addressee. Cadre reserves the right to examine all mail at time of delivery, contraband will be confiscated.
 - Time to write letters to friends and family
 - 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 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).
 - 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, 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.
 - All Cadets are expected to follow the rules and regulations of the Academy to ensure successful completion and graduation.
 - 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.

- 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 their behavior and provide qualifying Cadets the opportunity to earn their HISET, or gain High School credits, 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.
- To be successful at HYCA, all Cadets must be highly motivated and willing to participate, because they want a different life than the one they had or the one they were headed for before they enrolled into the ChalleNGe program
- If interventions fail, the ChalleNGe Program applies natural consequences to those Cadets that violate HYCA rules.
- The Academy emphasizes self-evaluation and self-discipline.

4. Random drug 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.

CLASS DIRECTORY/ PHOTOS

Each class of Cadets will have individual photos taken for the class directory. This class directory is similar to a school yearbook. 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.

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.

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 Team Leader 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 Operations within the Academy. The Director is in charge overall.

DIRECTOR
DEPUTY DIRECTOR
FIRST SERGEANT
CADRE SHIFT SUPERVISOR
CADRE TEAM LEADER
CADET LEADERSHIP

NOTE:

IT IS EXPECTED THAT ALL CADETS FOLLOW DIRECTIONS FROM ALL OTHER HYCA STAFF (IN ADDITION TO CADRE) AT ALL TIMES.

CADET PACKING LIST

The Hoosier Youth Challenge Academy (HYCA) Cadet Packing List listed below is the minimum required clothing and personal items allowed for the Residential Phase. Cadets must arrive with these items.

DO NOT WEAR OR BRING watches, jewelry of ANY kind, hats, sun glasses, wallets, cell phones, video games, MP3 players or any musical devices. Religious medallions are acceptable; however, the chain or beads must be of a length that allows for the article to be worn under t-shirts.

If something is not on the list to bring, DO NOT bring it!

When non-contraband, unauthorized personal property is confiscated from a Cadet, the Cadre will inventory the items and place in the Cadet's storage. The personal property will be returned to the Cadet's Parent/Legal Guardian during Out-Processing. Unlawful contraband will be confiscated and will not be returned.

There will be an inspection of these items during In-Processing and any unauthorized items will be placed in storage and returned at Home Pass. Packing list items should be double bagged in clear garbage bags to prevent spillage. Please include one additional clear trash bag as a backup.

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.
- Blue jeans without holes and with belt loops, no skinny jeans, should be worn.
- A belt should be worn properly.
- Black Socks and appropriate under garments should be worn.
- Candidates should arrive wearing one pair of running or cross trainer athletic shoes. (**NOTE:** These athletic shoes will be worn daily. We encourage you to have a good pair of athletic shoes for Physical Training (PT).
- Waist length coat or jacket (January class only – coat is to be worn only from car to registration. HYCA will issue a winter coat with the uniform during In-Processing and place personal coat in bag to returned at HOME PASS)

Male Cadet Clothing List:

- 7 Pair Cotton Boxer Shorts or Boxer Briefs: Brown, Black or any solid color.
- 6 plain white t-shirts (**package of men's short sleeve crewneck undershirts**)
- 10 Pair Black 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.
- Black socks and appropriate under garments should be worn.
- Candidates should arrive wearing one pair of running or cross trainer athletic shoes.
(**NOTE:** These athletic shoes will be worn daily. We encourage you to have a good pair of athletic shoes for Physical Training (PT).)
- Waist length coat or jacket (January class only – coat is to be worn only from car to registration. HYCA will issue a winter coat with the uniform during In-Processing and place personal coat in bag to return at HOME PASS)

Female Cadet Clothing List:

- 7 Sports Bras: Brown, Black, Grey, White or any solid neutral color. Please ensure these items are properly fitted.
- 6 plain all-white t-shirts (**package of men's short sleeve undershirts**)
- 7 Pair Cotton Underwear: Brown, Black, White or any solid color. **NO thong or bikini style permitted!**
- 10 Pair Black socks (**must be at least calf length, no ankle socks**).
- Any sporting medical equipment, such as: knee/ankle/wrist brace or wraps, as needed.

Personal Hygiene List (Females Only):

- Hair brush/comb
- Bobby pins, pony tail holders and mesh sock bun (can be found at Wal-Mart, Walgreens 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:** Female Candidates who require special care products to meet appearance and hygiene standards must discuss these needs prior to In-Processing Day with the Cadre Supervisor. These standards are very important to the Academy and the intent of this policy is to follow the quasi-military atmosphere.

Each Candidate is required to bring with them a minimum of the following personal hygiene items (Please place these in a separate baggie to prevent leaking):

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
- Shampoo/Conditioner
- Body Wash (**No bar soap is permitted**)
- Unscented Body Lotion or Vaseline
- Non-aerosol, unscented deodorant
- Shaving cream or foam
- Disposable plastic razors
- Pocket-size Kleenex packs
- Baby Powder or Corn Starch (to prevent chafing)
- Chapsticks
- Paper or Cardboard Emery Boards
- Contact Lens Users: A 3 month supply of disposable, extended wear contacts and solution, plus one pair of prescription glasses with case
- Address Book
- Four 4x6 photos of family
- Two pair of shoe insoles or gel pads
- One pair of shower shoes
- One pair of slip-on tennis shoes, **without laces**
- Three sets of towels and wash cloths. Towels should be 22x44 and needs to be a solid color (black, brown, or gray-ONLY). Wash Cloths should also be a solid color (black, brown, or gray-ONLY).

PARENTS, please keep the following items ONLY 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 Medical Team during In-Processing and will be inventoried and administered in accordance to the prescribing Doctor's guidance or under the supervision of the Academy Medical Team.)
- Any special need items (that have been previously approved by the Medical Staff, Deputy Director and Director)

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

- 50-100 stamps for letter writing
- Letter from Parent(s)/Guardians – Mall Call is vital to the morale of the Candidate/Cadet. Please take a few moments and write an encouraging letter or note to your Candidate to be opened on the evening of In-Processing. Parents/Guardians will not be allowed to leave until they have turned in a letter for their Candidate.

Items Furnished by the Academy

Cadets will be issued minimal clothing on In-Processing Day (Day Zero). 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.

*This list does not include health and hygiene items provided to Cadets as needed. (pg. 12)

1 pillow *	1 Fleece Jacket *	
1 pillow case *	1 Backpack	
2 blankets*	1 pair boots, combat, tan**	
2 sheets *	1 canteen w/ cover *	
1 laundry bag *	1 belt *	
3 t-shirts PT, gray*	1 blouse*	
3 t-shirts, gray w/ logo*	1 trousers*	
1 Collared Gray Logo Shirt *	2 trousers Blue Dickies *	
2 Gray PT Sweat Suit*	3 shorts PT, black *	

* 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.

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 Parent/Legal Guardian accountable.

CONTRABAND

Cadets are prohibited from possessing contraband items. The Academy reserves the right to search, at any time, any property assigned to Cadets or to search through other items brought to the Academy. 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, 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, plastic bags, alcohol and products containing alcohol and substances used for huffing 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 tobacco, cigars, lighters, vapes, 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. If married, a Cadet is allowed to wear a plain 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 at all times.
- ***Electrical Devices:*** Including but not limited to: cell phones, PDAs, stereos, recorders, calculators, televisions, electric razors, musical instruments, chargers, data storage devices such as a USB are not allowed and will be confiscated by Cadre/Staff.
- ***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 (genuine or 'homemade'):*** The use or possession of any tattooing paraphernalia is strictly prohibited and will not be tolerated. Cadets will not obtain a tattoo at any time (including on pass) during the Residential Phase of the Academy.

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, such as:

- Cadets are required to address Cadre, Staff and visitors according to their rank (ie Sergeant) or their gender (ie Sir or Ma’am). Cadets will be addressed as Cadet ‘Last Name.’
- Cadets will call “At Ease” when First Sergeant enters a room.
- Cadet will call “Attention” when the Deputy Director or Director enters a room.
- Cadets will use the words “Yes Ma’am/Sir/Rank or No Ma’am/Sir/Rank” when responding to questions that require an answer. Cadets will stand at Parade Rest when addressing Cadre, Staff or visitors.
- At no time will a Cadet be disrespectful toward a Cadre or Staff.
- Cadets will conduct themselves in a manner that will bring credit and honor to themselves and the Academy.

CADET RANK, DISCIPLINE, AND TOKEN ECONOMY

The objective of the Cadet ranking/Token Economy system are to create achievable goals within a positive youth development environment.

The Purpose is to provide a system by which rewards can be implemented based on Cadet performance (i.e. Rank has its privileges!)

The purpose of this presentation is designated to provide each one of you with information that is essential for your success.

New Cadet/Candidate

- **Determine the ability of the individual to handle stress and the organizational structure of the program.**

Cadet Private (C/PVT)

- **Cadet Private will be worn on uniform.**
- **Eligible after Acclimation.**
- **Based on daily evaluations by Cadre.**

- **Must have participated and shown effort through the ENTIRE Acclimation phase.**
- **Have no major incidents of non-compliance.**

C/PVT Privileges

- **Each week a private will earn 20 tokens.**

Cadet Private First Class (C/PFC)

- **Cadet PFC will be worn on uniform.**
- **Eligible four weeks after advancement to C/PVT.**
- **Must be in good academic standing (75 % and above in all academic and PRAP classes).**
- **Must take and pass a PFC test.**

C/PFC Requirements

- **Must be participating and progressing in PT (exceptions can be made for profiles).**

C/PFC Privileges

- **C/PFC receive 40 TCA tokens a week.**
- **Eligible for all incentives and rewards of subordinate rank.**

Cadet Corporal (C/CPL)

- **Eligible four weeks after promotion to C/PFC.**
- **Must be in good academic standing (75 % and above in all classes).**
- **Principal may waive academic standing based on effort.**
- **Must take and pass CPL test.**
- **Must be meeting Service to Community requirements.**

C/CPL Privileges

- **C/CPL receive 50 TCA tokens a week.**
- **Eligible for all incentives and rewards of subordinate rank.**

Cadet Sergeant (C/SGT)

- **Eligible four weeks after promotion to C/CPL**
- **Must have TLIC and two TL recommendations.**
- **Must have Principal and Case Manager's recommendations.**
- **Must complete the C/SGT application and participate in an oral board.**

Cadet Sergeant (C/SGT) Requirements

- **Eligibility requirements for C/SGT application**
- **Must have a balance of 200 TCA tokens.**
- **Must be in good academic standing (75 % and above in all classes).**
- **Must have successfully completed a squad leader position.**
- **Participating and progressing at PT.**
- **Meeting Service to Community Requirements.**

Cadet Sergeant (C/SGT) Privileges

- **Cadet Sergeant receive 100 TCA tokens a week.**
- **Eligible for all incentives and rewards of subordinate rank.**

Additional Information

- **All Cadets regardless of rank and position are still subordinate to Cadre/Staff and will render all customs and courtesies as required.**
- **Cadet ranks are a privilege not a requirement.**
- **Cadets maintain the privileges of ranks subordinate to their own (i.e. C/CPLs have C/PFC privileges as well as C/CPL privileges).**

Examples of Token Economy purchases:

- **Snacks during Concession Time (root beer, Sprite, Fanta, candy bar, chips, etc.)**
- **Attend an incentive event**
- **On campus movie event**
- **Tokens are also deducted in association with Counseling Statements**

CANDIDATES

- **Candidates will not receive any tokens while in candidate status.**
- **Candidates have no uniforms and wear sweat pants with boots.**
- **Candidates will not make any phone calls.**

DISCIPLINARY ACTIONS

HYCA 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 as well as emotional. This type of corrective training is designed to be repetitious, strenuous and stressful, thus discouraging inappropriate behavior. This may incorporate group or individual exercises and performance counseling. The intent for this type of corrective training is to reinforce teamwork and to build unit cohesion and pride in the team. Cadets that don't respond to this type of corrective action will be subject to further disciplinary action.

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 of the violation. There are many possible disciplinary actions that may be given for violations. The following is not all-inclusive:

- On-the-Spot Correction (Verbal Counseling)
- Extra Duty
- Physical Training
- Restrictions on Activities/Free Time
- Formal Counseling
- Denial of Privileges (such as loss of concessions, phone calls)
- Dismissal

(Disciplinary Actions cont.)

The “**CITATION**” is a means by which the Cadre and Staff 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 and Staff will use the report to initiate disciplinary action when required.

The Academy also utilizes the Cadet Assessment Committee (CAC) when dealing with on-going negative behavior. It can be used to discuss positive behavior from Cadets as well. This board is made up of representatives from the Medical, Cadre, Case Management, Academic Departments, and PCO. The board process is led by the Deputy Director and the First Sergeant.

Corporal Punishment (striking, paddling, slapping, etc.) will NOT be used. The Academy will follow our Safe Place: Hands-Off/Abusive Language Free policy. This does not mean that we will not utilize appropriate techniques to maintain a safe environment.

In the event that a Candidate/Cadet is a threat to themselves or others (ie creating a mob mentality, approaching someone in an aggressive manner); presently harming themselves or others; and/or causing damage to the facilities, the Cadre and Staff will intervene, restrain (if necessary) and remove said Candidate/Cadet(s) from the situation using the minimal amount of force necessary.

If there is ever a question about an incident, please contact the First Sergeant, Deputy Director or Director.

The Director makes the final decision on all Cadet dismissals. Cadets who are retained by the Director are automatically assigned an action plan. Cadets who are dismissed are separated from the Academy the same day.

The Academy makes every effort to communicate with Parents/Legal Guardians regarding disciplinary actions that may lead to dismissal, however that is not always possible. Depending on the severity of an incident the Parent/Legal Guardian may be contacted with news of dismissal with no prior notice. It is the responsibility of the Parent/Legal Guardian to pick up their Cadet within 6 hours.

A Cadet or his/her parent(s) or guardian(s) may be required to cover the cost for the repair and/or replacement of any HYCA property intentionally damaged by a Cadet. Payment will be made directly to HYCA. Failure to do so may result in dismissal from the program, and possible legal actions.

GANG STYLE ACTIVITIES

Gang-style activity will result in disciplinary action and may lead to dismissal. The Hoosier Youth Challenge Academy has zero tolerance for gang related activity. Gang style activity includes, but is not limited to: initiation rituals, gang signs or symbols (in photographs, drawings, on clothing, anywhere in the Cadet's possession or on their person, such as shaving their eyebrows) or a gang style of wearing clothing, gang colors, gang writing or 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. Anyone found attempting to assert such control will be subject to disciplinary actions.

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 the appropriate Cadre or Staff. **Please notify the Cadre and 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 will 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.

EMERGENCY PHONE NUMBERS

Academy Phone Number/Extensions

765-345-XXXX

Administration: 765-345-1001

1(877) 860-0003 (Toll Free)

Extensions for key personnel:

Director: X1013

Deputy Director: X1007

First Sergeant: X1081

PCO: X1003

Medical: X1014

Lead Case Manager: X3001

WORKMAN'S 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.

ACADEMY 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. Parent/Legal Guardian will assume all related medical costs as agreed to.
- **The Academy must have a current copy of the Cadet's medical, dental, vision and prescription cards prior to In-Processing Day.**
- 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.
- 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 (Day Zero).**
- 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.

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. Medical Staff will pick up prescriptions locally as needed.
- When mailing in prescriptions, please address the package to the Medical Department with your Cadet's name included. The Parent/Legal Guardian will be notified by a member of the Medical Staff when pharmacy or any other co-pays occur.

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 at least 3 times a week, not including holidays. 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. When necessary, the Cadre and Staff will contact the Medical Staff and take instruction for further action if needed.

HOMESICKNESS

Homesickness may or may not be a problem for your Cadet. Academy Cadre and 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 them. 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 Lead Counselor, First Sergeant, Deputy Director, and/or Director. 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.**

Additionally, if and when your Cadet is communicating to you that they are upset, defeated or stressed out, it is important that they hear you support both them and the Academy.

Homesickness is very real but can be cured with consistency from the Cadet's support system

LAUNDRY

The Academy cleans the Laundry. In the event of an accident the Cadre and Staff will assist in teaching the Cadets how to properly utilize the available washer and dryer in the Cadet area.

MAIL

Outgoing mail is collected every morning Monday through Friday and incoming mail is logged and delivered to the Cadets Monday through Friday, every evening. When mailing in stamps for your cadet, please either send stamps in an individual envelope or mark on the envelope that you have included stamps. Remember to write friendly, encouraging letters to your Cadet often. Have other family members and friends write them frequently too. We encourage your Cadet to write home at least once a week.

Use the following mailing address to write to your Cadet:

Hoosier Youth Challenge Academy
Cadet (Last Name, First Name) Roster #
10892 N State Road 140
Knightstown, IN 46148

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

Parents/Legal Guardians should expect letter writing to start on day 2 of Acclimation with the first letters going out during Week 1. **Cadets do not have access to send emails.**

Parents/Legal Guardians may send books to their Cadets. Upon receipt of the package, the Cadre will review the book to ensure it is appropriate reading material. If appropriate, the Cadre will issue the book to your Cadet. If not appropriate, the book will be stored in the Cadet's storage area. After the Cadet has finished reading the book, should they choose to donate it to the Academy Library they will be permitted to do so unless the Parent/Legal Guardian specifies that they want the book returned.

CARE PACKAGES

Care packages may be sent to Cadets.

However, do not send food or snack items to your Cadet. They will not be allowed to eat them. Do not send any tobacco products or other contraband items to your Cadet. Do not send money to your cadet.

Cadets will open all mail in front of a Cadre or staff member, remove contents and then return items back into the box. (Envelopes will be opened in front of Cadre as well). If there is contraband it will be confiscated.

AUTOMOBILES/TRAVEL

Cadets are not permitted to operate any motor vehicle of any kind while in the Residential Phase. This includes privately owned vehicles (POV) no matter who owns it. 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.

PASSES

Cadets will not be granted passes during the Residential Phase.

You will be notified of all scheduled passes (Home Pass).

- Parents/Legal Guardians must arrange to pick up and return the Cadet according to the Academy's pass policy.
- You will be notified of departure and return times and must adhere to them.
- Do not ask to pick up your Cadet prior to the scheduled departure time.
- If you arrive early, you must wait.
- 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 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.
- Only those adults over the age of 21 and authorized for pick up, as stated on the application or emergency contact form, may pick up a Cadet.
- A Photo ID is required from anyone signing out 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.

TELEPHONE CALLS

- Cadets are not allowed to make calls during Acclimation.
- If you receive a call from your Cadet during the first two weeks, without first being contacted by Academy Staff, they are breaking a rule and are subject to disciplinary action.
- After Acclimation, once ChalleNGe begins, Cadets will have 20 minutes to make phone calls on Wednesday. (Telephone privileges may be suspended for disciplinary reasons.)
- 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 Building 39.

- CADETS ARE NOT ALLOWED TO RECEIVE INCOMING TELEPHONE CALLS ON ANY ACADEMY TELEPHONE AT ANY TIME.
- During Mentor visits, if a Mentor allows a Cadet to use their personal cell phone, that phone call will be considered the Cadet's weekly phone call.
- In the event that the Cadet has lost their phone privilege, then using a Mentor's phone is in violation of Academy procedure.
- The Cadet is expected to inform the Mentor of the restriction. (Though the Mentor Coordinator on duty will also notify the Mentor the day of the visit.)
- If a cadet loses their phone call privilege, a call will be made to family.

VISITATION

No visitation is allowed for Cadets during the Residential Phase. Mentors are allowed to visit Cadets, with advanced coordination, on Sundays only through the Case Management Department after successfully matching with their Cadet (approximately Week 14).

Public Visitors: The Academy welcomes visits by the public Monday thru Friday, excluding holidays, from 0800hrs to 1600hrs only. All visits by the public must be approved by the Director and escorted by a Cadre or Staff member. All visitors must report to the Academy's Administrative Building.

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**)

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 involved in illegal drug or alcohol activities 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, Cadre and Staff. A drug screen means the testing of a urine specimen for the presence of illegal drug use.

- “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, the Parent/Legal Guardian will sign a release form to allow such testing. **A “positive result” during the Residential Phase of the program will result in immediate termination from the Academy.**

The Academy Medical Staff will conduct drug screening. Test results are only provided to selected Academy 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.

TOBACCO PRODUCTS

The Hoosier Youth Challenge Academy is a tobacco free environment.

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 21 to purchase or to use 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/NICOTINE PRODUCTS TO YOUR CADET.

- Cadets are not allowed to have any tobacco products, vapes, cigarette lighters, matches or other flammable materials.
- All tobacco products and flammable materials will be confiscated during the initial Cadet shakedown on In-Processing Day (Day Zero).
- Frequent inspections for tobacco products will be conducted.
- Cadets that have a tobacco addiction/problem and need help in quitting are encouraged to contact the Case Management Team for assistance. Smoking cessation classes are available as part of the Academy curriculum, if requested.
- Enrollment and participation in smoking cessation classes does not give the Cadet permission to use or possess tobacco products. This includes chewing tobacco.

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 Case Management Department 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 21 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 by 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. Mentors 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 Dependable 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 community project, work on a hobby, or share experiences. As the date of graduation from ChalleNGe approaches, work towards the cadet becoming independent.