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# PARENT HANDBOOK

Rev 5/20/22

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*Cadet Honor Code*

- *I will not lie, cheat, steal, or tolerate anyone who does.*

*Cadet General Orders*

- *I am a Winner! Winners never quit and quitters never win.*
- *I have the courage to complete my task regardless of how hard I think it may be.*
- *I will be responsible for my own actions.*
- *I will follow orders given to me at all times.*
- *I will show respect to others at all times.*
- *I will not use profanity.*
- *I will think before I act.*
- *I will not fight.*

*Cadet Creed*

- *I will be loyal to those I serve.*
- *I will wear my uniform proudly.*
- *I will help my fellow Cadets.*
- *I am proud of my country and flag.*
- *I will do my best to make the people of our nation proud of the Bluegrass ChalleNGe Academy.*

## ACADEMY VALUES

- *Loyalty: Be loyal and faithful to the BCA, the nation and the Constitution.*
- *Duty: Fulfill your obligations, professional, legal, and moral. Carry out the mission. Set the example. Comply with policies and directives.*
- *Respect: Treat people as they should be treated. Show concern for others. Be courteous. Do not take advantage of positions of authority.*
- *Selfless Service: Put the welfare of the nation, the BCA, and others before your own. Give credit for success to others and accept responsibility for failure.*
- *Honor: Do not lie, cheat, steal, or tolerate those actions by others. Honorable conduct is where a person's word or signature is their bond.*
- *Integrity: Do what is right legally and morally even if no one is looking. Possess high personal moral standards. Show consistently good moral judgment and behavior. Place being right ahead of being popular.*
- *Personal Courage: Show physical and moral bravery. Take responsibility for your decisions and actions. Accept responsibility for mistakes and shortcomings. Have the moral courage to do what is right regardless of the consequences.*

# ***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 Bluegrass Challenge Academy. As a parent, you need 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 BLUEGRASS CHALLENGE ACADEMY**

The mission of the Bluegrass Challenge Academy is to train and mentor selected at-risk youth to become contributing members of society.

We use the Program Model 8 Core Components in a quasi-military environment during a 22-week residential and one-year follow up program to accomplish this goal. “Quasi-Military” is a term used to describe a program that resembles military training such as paying attention to detail, respect, self-discipline and chain of command and leadership.

The Bluegrass Challenge Academy is a drug free program with zero tolerance. Drug Screening, will be administered, in accordance with National Guard Bureau requirements; currently between the intake day and Day 40 of the residential program (usually, first day after first pass). The program will conduct other drug screening at will to insure a drug free environment."

Cadets who test positive during their stay at the Academy are immediately terminated from the program and sent home.

## **GENERAL INFORMATION**

Welcome to the Bluegrass 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 your 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. The Kentucky program began in 1999.

The U. S. Department of Defense and the Commonwealth of Kentucky fund Challenge. Challenge is operated by the National Guard Bureau Office of Public Affairs 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 on class start date, free of illegal drugs, educationally at risk, mentally and physically capable to participate, Kentucky resident and not under indictment or convicted of a felony offense.

***Hours of Operation***

*Normal hours of operation for administrative staff and teachers are 8:00 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.*

*The primary point of contact for most issues regarding your child is the Platoon Sergeant. Please call them first their numbers are listed below.*

*Telephone Numbers*

**Administrative offices (502) 607-5906, (502) 607-5916**

**Toll free.....1-877-599-6884**

**Fax..... (502) 624-1300**

Commandant..... 502-607-5903

Cadre Supervisor (502) 607-5923 cell (502) 378-8243

Cadre Supervisor (502) 607-5913 cell (270) 505-6258

Cadre Supervisor (502) 607-5923 cell (502) 378-8243

## *Web Site*

[www.bcachallenge.com](http://www.bcachallenge.com)

The Academy web site has additional information about the Academy. Cadet and mentor applications may be down loaded from the site. Photos of the cadets taken throughout the class will be posted on the web site periodically. Facebook and Instagram accounts are also accessible through the website.

### *Mailing Address*

Parents please write to your Cadet often while he or she is at the Academy. Receiving mail from home is something they look forward to. To send mail to your Cadet use the following address: Please use the Cadet's full name.

**Bluegrass Challenge Academy  
Cadet (FULL NAME)  
(Platoon name or number)  
Bldg. 5549, 114 Conroy Ave.  
Fort Knox, KY 40121**

## **PROGRAM OUTLINE**

There are three phases of the ChalleNGE Program

- a. PHASE I- Pre-Challenge (on site) 2 weeks

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

- b. PHASE II- Residential Phase (on site) 20 weeks

PHASE II 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.

- c. PHASE III- Post Residential (home) 52 weeks

PHASE III 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.

There are two phases of training during the residential phase at the Bluegrass ChalleNGe Academy.

#### Phase I, Pre-Challenge Weeks 1-2

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.

### **Phase II, The Back to School Phase Weeks 3-22**

The ChalleNGe Residential Phase, referred to by the Academy as the “Back to School 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, Edgenuity training that will apply towards high school credits, technical training, community service 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.

Cadets will also develop an attainable life plan. 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 GED or High School Diploma). They will do many challenging and exciting things and will meet and work with cadets from many different backgrounds.

Cadets over the age of 18 or 17 turning 18 before the cycle ends, are given the choice of pursuing a GED or a High School Diploma, all others will work toward credit recovery and returning to their parent school. GED instruction is administered through the traditional classroom environment. Credit Recovery is administered online through the Edgenuity courseware. Cadets must meet eligibility requirements to participate in the Credit Recovery Program as outlined by BCA, their parent school, and the Kentucky Department of Education.

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## *THE EIGHT CORE COMPONENTS*

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

*The eight core components of the residential phase of the program, which you must successfully complete, in order to graduate are:*

*Employability Skills*

*Academic Excellence (GED and Credit Recovery classes)*

*Citizenship*

*Health and Hygiene*

*Leadership/ Followership*

*Life Coping Skills*

*Physical Training*

*Service to Community*

***Employability Skills:*** *In this component, you will develop the necessary basic skills to obtain employment when you leave the Academy. You will develop personal goals, complete a written resume, fill out employment applications, and*

*learn how to conduct yourself properly when interviewing for a job. You may have the opportunity to visit local higher education facilities and examine some of the jobs employers offer.*

***Academic Excellence (GED/Credit Recovery Classes):***  
*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, literature and the arts, writing skills, and reading improvement. Each cadet must take the Test for Adult Basic Education (TABE) on entry into ChalleNGe and again near the end of the Residential Phase. In addition, Academy staff will make arrangements for you to take the General Educational Development (GED) test when you have scored high enough on the Official Practice Test (OPT) administered at the Academy. Cadets that meet the graduation eligibility requirements outlined by KDE will be eligible to receive a diploma from either their parent*

*High School or Eminence  
Independent High School.*

***Citizenship:*** *You 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.*

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

***Leadership/Followership:*** *Every good leader in any life pursuit is also a great follower. Each cadet must learn to become a good follower (i.e., obeying commands, supporting fellow cadets, etc.). When Cadets demonstrate 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, and other character developing activities.*

***Life Coping Skills:*** *You, the cadet, will identify negative attitudes and values that you display; and, then, with the assistance of Academy staff, explore ways to change that negative behavior to positive thinking and respect for others and yourself. Included in this area are classes and workshops regarding substance abuse, anger management, bullying, stress management, gender stereotyping, team building skills, parenting, budgeting, and other related subjects.*

***Physical Training:*** *All cadets are required to participate in physical fitness training. Physical training not only improves overall physical health but also promotes*

*mental and emotional well-being.  
Your improvement 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, runs, endurance  
marches and organized athletics.*

***Service to Community:** In this  
component, you will develop an  
understanding of the benefits of  
volunteering your time and  
services to assist others in need  
and to maintain a clean, safe  
environment in which all citizens  
can live. This component provides  
hands on experience in  
performing community service in  
and around the Fort  
Knox/Radcliff area.*

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## ACADEMICS

Classes are concentrated in the five areas tested on the General Education Development (GED) certificate test, Math, Science, Social Studies, Literature and The Arts and Writing Skills/ Essay.

- a. 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 education plans. The exit TABE test determines the successful completion of the Academic Excellence Core Component and is given approximately 18 weeks into the program.

b. 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.

c. The Official Practice Test (OPT) is given to GED Cadets 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.

d. While not a requirement for graduating from the Academy, obtaining a GED is the primary reason many Kentucky youths choose to attend the Bluegrass Challenge Academy. Approximately 12 weeks into the program Cadets will begin taking the GED test and scores should be available by graduation.

**Bluegrass Challenge Academy** Jody League,  
Principal **Educational Information** Alethea  
Coffee, Director of Special Education

## Vision

All children are worth fighting for, and Bluegrass Challenge Academy (BCA) is an environment where a partnership between the Kentucky National Guard and Eminence Independent will foster the highest educational environment for the students attending.

## Educational Endeavor

Students enrolled in BCA receive educational services through Eminence Independent, a public school. Due to the nature of the program, online courses are the vehicle for educational instruction. Currently, EDGENUITY is the learning platform which is used and courses are assigned to the students that will help them gain credit during their time in the classroom.

## Educational Rights

The BCA Acceptance Board handles admission into BCA. Once a cadet is accepted to the program and meet the qualifications of BCA, the student is then eligible to have their educational needs met through Eminence Independent Schools. The students in attendance are attending a public school. Procedural safeguards and the law as pertaining to IDEA and ESSA are consistent at Bluegrass Challenge Academy.

## Timelines

When students enter the National Guard Youth Challenge Program, there is a 2 week “Acclimation Period” where cadets are readying

their minds and bodies for the demands of behavior modifications that many will find beneficial. Students attending this program, have often had truancy or behavioral infractions at their schools previously attended. This highly structured program, builds character and helps to foster skill sets and tools that will help them to succeed in the real world. After the acclimation period ends, students are ready to begin their educational journey. At this point, classes begin and they become members of Eminence Independent School System for approximately 95 days.

## **ARC Meetings and IEP Documents**

Admissions Mentoring Placement Coordinators (AMP's) are the liaisons between families and BCA. It is important to let the AMP's know if your student has an active IEP and they currently receive services from the school district previously attended. These documents can be given to the AMP's to facilitate identification so once enrolled in Eminence Independent School, they can have the continuum of services met. If the student is from out of state, an ARC meeting will be held and an IEP developed. The special education staff, will provide guidance on the services needed to best suit each child and can consult the previous IEP. Often, IEP's might have to be modified to specify the special education setting, the least restrictive environment, modifications, and special education services.

### **Recreation and Weekend Activities**

In addition to regular classroom studies the Bluegrass Challenge Academy offers, outside the

classroom, opportunities throughout the 22-week program. All costs for food lodging and transportation are paid by the Academy. The Cadet will pay for snacks, souvenirs etc. Activities could include educational enrichment trips, swimming, bowling, roller skating and organized sporting events.

### **APPEARANCE**

Personal 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 also be to your 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 cadets will be provided 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.**
- Male Cadets are not allowed to have facial hair and are required to shave daily. Sideburns will not extend below the lowest part of the exterior ear opening. Clippers may be used for those with severe acne problems.
- Radical hairstyles, unnatural hair color or hairpieces, including extensions are not allowed.

- Females will not be allowed extra time to braid or fix their hair.
- Cadets will not dye, color, tint or highlight their hair at any time during the Residential Phase this includes while on pass.
- Female Cadet's hair will not extend below the collar or fall over the eyebrows. Females must be able to train without interference from their hair.
- Females may use a standard elastic headband or barrette or she may braid her hair rather than cut it.
- Barrettes will be no larger than 4 inches wide and elastic headbands no larger than ½ inch wide. Elastic headbands to match the color of her hair.
- Beads or similar ornamental items are not authorized. Loose ponytails, braided designs or loose braids are not acceptable. Braided hair must be in straight parallel rows from front to back.
- Hair curlers are not permitted.
- 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 or toenails.
- Body piercing jewelry is not permitted (this includes earrings).
- You will be clothed in the barracks and when going to and from the shower, wearing at least PT shorts and T-shirt. The only time you may be unclothed is while taking showers, dressing or changing clothes within your room.

## **AUTOMOBILES / TRAVEL**

Cadets are not permitted to operate any motor vehicle of any kind while in the residency phase at the Bluegrass 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. Then with appropriate permission he/she may operate a POV as long as they are not on Fort Knox. Cadets are not authorized to have a POV on Fort Knox or the surrounding area for any reason. Cadets may not ride in a POV without the written consent of the Academy.

- Permission to travel home 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 may be mailed, emailed to the Academy (ATTN: Deputy Director) or they may be faxed using (502-624-1300)

Cadets must keep in mind that, while a member of The Bluegrass 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**

***Residential Phase Awards:*** Awards are given to recognize the Cadet's progress and achievement in

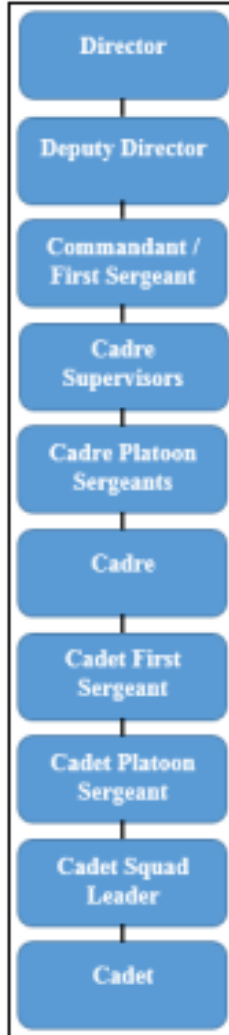


academics, physical training, leadership, community service and other Academy events

***Graduation Awards:*** At the completion of the Residential Phase, a graduation will be held to honor all cadets who have satisfactorily completed the Academy's eight core components. At this ceremony, the Academy will recognize individual Cadets for their outstanding performance and/or most significant improvement while enrolled in the program. A gold, silver and bronze award will be presented in the following areas:

- Academic Excellence Award
- Citizenship
- Life Coping Skills
- Job Skills
- Leadership and Followership
- Health and Hygiene
- Physical Training
- Service to Community
- Most Improved Cadet per platoon
- Honor Graduate

## **CADET CHAIN OF COMMAND**



\* The Cadet First Sergeant is a special leadership position. This Cadet will work closely with the Commandant and the Shift Supervisors to execute

the Cadet requirements of the program. This position normally rotates every two weeks.

## **CADET COMPLAINT PROCEDURES**

Cadets will try to resolve complaints using their chain of command before filling out a complaint registration form. The complaint registration form is available to all Cadets through their Cadre Platoon Sergeant. The First Sergeant, Commandant or Deputy Director will review all complaints and begin the resolution process. **All complaints will be addressed as soon as possible.**

## **COMMUNICATION WITH PARENTS**

The Academy will keep parents informed of passes, family day and other activities they will be involved in. We will mail out letters and post the information on the web site, Facebook and Instagram. If you need to contact the academy concerning your cadet, please contact his or her platoon sergeant. They are the best source of information regarding your child. Academy staff may contact you to discuss problems or other situations pertaining to your child.

## **CLASS BOOK/ PHOTOS**

Each Cadet will have a professional portrait taken for the class book. This class book 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 book is provided to the Cadets free of charge. You may purchase a photo package from the Photo Company if you wish. The packages range from \$10.00 to \$30.00. You will be informed of the different packages, cost and payment methods. The company handles all orders and payments for pictures.

## CLASS RING

**Each Academy graduate will have the opportunity to purchase a class ring. Orders will be placed about eight weeks before graduation. The academy does not handle the ordering of the rings or payment for the rings. This is handled by the company representative. The company representative normally has the rings available at the graduation ceremony. Rings must be paid for before graduation.**

## CLOTHING AND EQUIPMENT

The academy will furnish most of the clothing and equipment each cadet is required to have. We will also furnish most personal hygiene products. Candidates may bring up to five (5) pictures, fifty (50) stamps and two sets of thermal underwear

weather permitting. Cadets will not wear clothing with logos, writing or pictures.

## Items furnished by the Academy

Cadets will be issued clothing on opening day. Each cadet will be required to sign a Clothing Equipment Issue Form and be responsible for their items. Lost or stolen items could result in punishment at the Cadre's discretion and possible reimbursement from the parent.

### **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.

- a. 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
- b. 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.

- c. At no time will a Cadet be disrespectful toward an Academy staff member.

### **CONTRABAND**

Contraband is any item not authorized or allowed in the Academy. Health and welfare inspections are a regular part of Academy life. Cadre will check cadet living area and equipment and for contraband and illegal drugs. Upon returning to the Academy from details, passes and most off site trips cadets will be searched for contraband. Contraband items will be confiscated and sent home or disposed of. Illegal contraband will be turned over to law enforcement.

**Cadets possessing any contraband are subject to disciplinary action.** Contraband items include, but are not limited to, the following:

- a. **Clothing:** Only clothing on the packing list or issued by the academy is authorized. All other clothing is unauthorized and will be confiscated.
- b. **Electrical Devices:** Cadets may not bring any electrical device to the Academy, to include hair dryers or curling irons.

***These items are to include the following:***

- a. MP3 players, IPODs, Cellular telephones, PDA's, stereos, radios, tape players, tape recorders, calculators, CD players, televisions, electric razors (unless required as a result of a medical condition), musical

instruments, power packs and chargers, etc., These items are not allowed at the Academy and will be confiscated. After Pre-Challenge non-digital disposable cameras and sports watches are permitted.

- b. Cadets are not permitted to possess any data storage items such as CD's, floppy disks, USB storage devices or any other data storage device
- c. The BCA, cadre or staff is not responsible for lost or missing personal property.
- d. **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, with cadre/staff approval, have drinks or snacks in designated areas outside the dining facility.
- e. **Gambling Paraphernalia:** Any gambling device, item, or activity is prohibited, including, but not limited to, cards, dice, pitching pennies, wagering on sports events or any other activity.
- f. **Illegal Drugs and/or Drug Paraphernalia.** Illegal drugs or drug paraphernalia of any kind (prescription or non-prescription), possession of prescription medication not originally prescribed to Cadet, aerosol cans, (hair spray, deodorant), liquid polishes (nail, shoe, leather dyes), any form of glue, liquid whiteout correction fluid, matches, lighters, magic or laundry markers, eye drops, plastic

bags, alcohol, products containing alcohol, any substance used for huffing, inhalants.

- g. **Jewelry:** Cadets are not allowed to possess or wear jewelry while at the Academy. Wearing jewelry, rings, earrings, or body piercing jewelry is not permitted at the Academy. Married cadets may wear a wedding band. Cadets may wear a very small religious symbol around the neck on a small gauge chain. The chain can be no shorter than 18 inches and no longer than 36 inches and must be worn under the t-shirt, and out of sight. Sports watches will be allowed after completion of Pre-Challenge.
- h. **Literature:** Including, but not limited to, literature or pictures that are sexually explicit, anti-American, cult or devil worship, and any other printed material the Academy deems to be negative to a Cadet's progress.
- i. **Personal Hygiene Products:** All cosmetics and makeup including, but not limited to, fingernail polish, after-shave, cologne, hair spray, perfume, etc., is prohibited. Unscented, alcohol-free skin care products may be used with approval of platoon sergeant and Medical.
- j. **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 (even while on pass) during the 22 weeks of the program.**

- k. **Tobacco Products:** Any tobacco product including, but not limited to, cigarettes, chewing tobacco, snuff, dip, pouch tobaccos, cigars, lighters, matches, rolling paper, etc.
- l. **Weapons:** Including, but not limited to, firearms, air rifles/pistols, knives, clubs, slingshots, fireworks, explosive devices, ammunition or any other item that is designed to be used as a weapon.

## **DISCIPLINARY POLICIES AND PROCEDURES**

**The Kentucky Youth Challenge Program is a "Hands-Off Leadership" program.** Hands-Off Leadership means that no staff member may touch a cadet or use abusive language as a means of coercive leadership. Our guidance is a "tough love, caring, disciplined" approach.

- a. When the occasion calls for a staff member to adjust a uniform or touch a cadet to teach a skill, the staff member will professionally ask permission to touch the cadet. Example: "May I correct your uniform?" or "May I help you get a better grip on your rappel rope?" Likewise, it does not in any way infer that a staff member

cannot defend themselves against an out of control cadet, nor meant to interfere with any instances where a staff member may need to react physically and or/quickly to ensure the safety of the cadet or others.

b. Hands-Off Leadership also prohibits staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with, correcting or motivating cadets. This includes joking and horseplay that is easily carried too far.

### **Disciplinary Procedures**

Good behavior is a requirement throughout the entire Residential Phase of the Academy. Disciplinary action is necessary to correct inappropriate behavior and to ensure the health, safety, and welfare of all Cadets and Academy staff.

Discipline is the method of teaching and maintaining civil order within Bluegrass Challenge Academy, our community, and family structures. Failure to follow rules and/or procedures established by the Academy will result in disciplinary action. Individual and group discipline will be used to teach lessons about the real world.

a. Group discipline will be the standard practice during Pre-ChalleNGe to achieve the basic level of squad, platoon and academy cohesion. As the squads, platoons, and Academy achieve a level of self-discipline and display a single positive purpose, group

discipline, will be curtailed and replaced with individual discipline.

**b. If squads, platoons, or the academy regress to a point deserving of group discipline, this discipline will be re-implemented until that element's positive focus is re-attained.** A platoon can work as a team and get positive spot reports plus positive written communication.

Disciplinary action is used to teach Cadets the standard of conduct and ideas expected of responsible citizens. The degree of discipline maintained within the Academy will be high and demanding, while at the same time, meaningful, fair and purposeful.

The following, though not all-inclusive, are methods used to discipline cadets:

- On the spot corrections
- Pushups or other physical exercises.
- Write-up (White Sheet)
- Write-up (Blue Sheet)
- Write-up (Red Sheet)
- Formal counseling
- Restrictions and additional training
- Suspension of privileges, probation
- Loss of level
- Disciplinary Platoon, DP
- Termination from the Academy
- Multiple (three or more) white sheet write-ups for the same offense or multiple white sheet write-ups for assorted offenses

during a three-day period equal one blue sheet write-up.

**Corporal punishment (striking, paddling, slapping etc.) will NOT be used. If any cadre/staff uses corporal punishment, a written complaint should be filed through the chain of command.**

### **Categories of Violations**

The academy uses the following three categories of violations to determine Cadet Disciplinary Levels:

#### **Category A Major Offenses or Violations**

- a. Positive results on drug test
- b. Striking a Cadre, Staff member, or Campus Guest
- c. Sexual Intercourse or Sexual Contact (weight of evidence)
- d. Use or possession of any firearm or weapon
- e. Selling or sharing prescription medications (will be turned over to local law enforcement for “Trafficking” charges).

#### **Category B Major Offenses or Violations**

- a. Stealing

- b. Use, possession or suspected use of tobacco products, illegal drugs or alcoholic beverages or possession of drug paraphernalia.
- c. Willful obstruction of knowledge or information concerning the possession and/or use of illegal drugs or alcohol.
- d. Simple Assault on any Academy staff, example, bumping into, pushing aside or brushing against cadre or staff.
- e. Disrespect toward Cadre or other Academy staff.
- f. The presence of a Cadet in the room of the opposite sex, without official permission or permitting a Cadet or anyone of the opposite sex in one's room.
- g. Sexual misconduct, indecent exposure, flashing, immoral conduct, sexual activity, or abuse.
- h. Deliberate destruction, abuse, or misuse of Academy property or the property of another, to include tampering with Academy computers and equipment.
- i. Acts or threats of aggressive/violent behavior or abusive language (Bullying).
- j. Hazing, fighting or striking anyone. Playing the choking game.
- k. Unauthorized leave.
- l. Refusing a lawful order, refusing to train or refusing to accept appropriate punishment.
- m. Unlawful acts or criminal activity.

- n. Tampering with safety equipment or computer equipment.
- o. Harassment of another cadet or Academy staff because of one's race, color, class, gender or religious preference.
- p. Possession or suspected misuse of prescription drugs.
- q. Gambling.
- r. Gang style activities, including but not limited to, gang signs/colors, gang writing or art work, organized control, insinuating positions of power by inflicting pain and/or humiliation which causes another to feel victimized, showing gang signs in photographs, on clothing or person.
- s. Horseplay with injury.

### **Category C, Moderate Offenses or Violations**

- a. Use of profanity or vulgar or destructive language.
- b. Willful and continued violations of rules.
- c. Permitting a non-family visitor in the dormitory without permission.
- d. Immature arguing or nonprofessional disagreeing.
- e. Making unauthorized telephone calls.
- f. Misbehavior in or disruption of class, formations or sleeping in class.
- g. Violating computer lab rules.
- h. Making obscene/profane gestures to anyone.

- i. Absence from an assigned location.
- j. Showing disrespect to another Cadet.
- k. Failure to respond to correction.
- l. Horseplay.
- m. Failure to return from pass on time.

### **Category D, Minor Offenses or Violations**

- a. Passing notes at anytime
- b. Not prepared for an inspection
- c. Uniform violation, Not properly dressed for formation
- d. Violating computer lab rules.
- e. Late for formation or classes

### **Administration of Corrective Discipline**

All cadre, staff and the Cadet Chain of Command are required to observe cadet actions to identify and correct inappropriate behavior. Behavioral corrections may be informal and formal. Informal corrections involve pointing out offenses and observing immediate corrective actions. This informal process primarily includes the methods of On the Spot Corrections and Physical activities as punishment. Continued offences may result in Formal Counseling. Category D violations generally fall in this range.

**Category C and D violations:** Are generally handled at the platoon level. More than one item of punishment may be imposed for an infraction such as suspension of privileges, loss of level, and disciplinary platoon, DP.

- a. These violations are recorded and become part of the cadet record. Persistent Category D violators may be referred to the commandant for disciplinary action.
- b. Cadets may appeal imposed platoon level punishment to the next higher authority in their chain of command.

**Category B violations require formal**

**proceedings:** Under formal proceedings, the Cadet may have the option of Commandant Punishment or appearance before the Deputy Director. Appearance before the Director is the only Appeal Authority.

**Commandant Punishment:** Commandant Punishment involves the reading of the formal offense to the cadet. Upon hearing the listed offense, the cadet must choose either Commandant's Punishment or Appearance before the Deputy Director. Once the decision is made it cannot be changed. There is no appeal of imposed Commandant's Punishment. Commandant's Punishment may include formal counseling, restrictions, additional duty, and reduction in Level, (no more than one level per Category B offense and no double jeopardy for previously performed punishments) and/or assignment to the disciplinary platoon during one duty day. Termination is not an option under Commandant Punishment. Appearance before the Deputy Director selection by the cadet may result in delay of proceedings and the



disposition of the alleged violations until the next date the Deputy Director schedules. Deputy Director's Punishment actions may result in the same levels of punishment as the Commandant's Punishment and may result in Recommended Termination or release from the program. Cadets have the right to appeal to the Director, Kentucky Youth ChalleNGe, if they feel the recommended punishment is excessive for the offense.

**Category A Offenses:** These are automatically referred to the Director of the Kentucky Youth Challenge for consideration. Category A offenses WILL generally result in immediate termination from the program. The Deputy Director or the senior Staff member present will preside over these proceedings in the absence of the Director. There are no ABSOLUTES as far as required punishments for specific offenses. Each Cadets record will be reviewed and the nature of that cadet's response during the discussion of the offense will be considered to determine the punishment administered. Punishments will be progressively more severe until the Cadet's behavior is changed. One of the primary considerations for punishment at this Academy involves privileges and Levels. Both are earned through hard work and demonstrated commitment to excellence over extended periods.

## 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 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.

- a. 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.
- b. 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.
- c. Death of an immediate family member (parent, grand parent, child, brother or sister) or the birth of a child whose parent is attending the Academy could result in an emergency leave. The Commandant or Deputy Director handles emergency leave arrangements.
- d. Family vacations, weddings, reunions and proms are not considered family emergencies.

## Emergency Telephone Numbers

- Toll free 1-877-599-6884.
- Administrative offices (502) 607-5906 or (502) 607-5916.

- After 4:00 p.m. and weekends call (270) 505-6258.
- If you are unable to contact the Academy using the above numbers call the EOC. The Emergency Operations Center (EOC) 24/7 phone number in Frankfort is 1-800-255-2587.

### MONEY

- a. Cadets should bring **no money** with them to the Academy. After completion of Pre-ChalleNGe, they are allowed to have no more than \$20.00 in their possession. There is no way to cash personal checks at the Academy. Cadets will be provided an opportunity to visit the Post Exchange to purchase items of necessity. **Do not send more than \$20.00 to your cadet.**
- b. Money management training is conducted during the Residential Phase as part of the Life Skills program.
- c. If a Cadet is terminated or withdraws from the Academy, 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.
- d. **CADETS WILL NOT LOAN TO OR BORROW MONEY FROM OTHER CADETS UNLESS AUTHORIZED BY CADRE SUPERVISOR.**

e. Academy equipment and property will be assigned to cadets. If it is lost, damaged or destroyed, you will be required to pay for it. Damages that occur where responsibility cannot be determined will be paid for by the platoon (i.e., holes in walls, damaged BCA equipment, etc.).

### **GANG STYLE ACTIVITIES**

a. 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 their possession or on their person, such as shaving eyebrows) or gang style of wearing clothing, gang colors, gang writing or gang artwork.

b. 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.

c. Cadets will not write graffiti on any BCA property, walls, paper, notebook, composition book, blackboard, or on any items issued to or available to the cadet, unless directed by staff or cadre. Your personal property and property that is not owned by the Academy but is used by the Academy is also included.

### **HEALTH CARE**

a. The Academy will provide medical treatment for the Cadets. The Academy has a

full time medical staff to provide care and administer medications.

b. Each Cadet's family is responsible for health care. The family's personal insurance plan, Medicare/Medicaid or the Cadet's family will pay for any health care that is provided to the Cadet. Parents should maintain all health policies and are encouraged not to drop or alter present health care policies upon their Cadets acceptance to the Academy.

c. Each Cadet must submit a current immunization record to include adult TB (tuberculin) screening, adult TD (tetanus, diphtheria) booster, 1<sup>st</sup> and 2<sup>nd</sup> doses of Hepatitis A and Meningococcal. Please take care of all routine dental, optical and family doctor appointments prior to coming to the Academy. Otherwise, appointments must be scheduled when the Cadet is home on pass. Permission for appointments on days other than scheduled passes will not be granted. Regular routine care is the responsibility of the family and will be scheduled for pass periods only.

d. The Academy must have a current copy of each Cadet's medical insurance and prescription cards. Those covered by Kentucky Passport health care must have these updated each month. Mail the card to the Academy Medical Department. Do not mail the card to the Cadet. If you do not follow this procedure, you will assume all related medical costs.

### *Prescriptions/Medications*

a. The Cadet's family is responsible for the costs related to prescriptions and over the counter medications. If your cadet requires special consideration, please contact the Medical Staff. Appointments may be set for certain refills of medicines prescribed as well as, certain Orthodontic emergencies. If appointments are approved, Cadets must return to the Academy immediately upon completion. Medications will be kept secure and the Medical Staff will supervise distribution. A medication log is kept on each Cadet to ensure that proper instructions are being followed. Both prescription and non-prescription medications will be logged.

b. Each Cadet that is taking medications must come to the Academy with a thirty-day supply of medication. When needed, the Medical staff will be responsible for filling or refilling any medication prescription.

c. The Pharmacy chosen by the Academy, will fill all prescriptions. Please do not send any medication to the Cadet in the mail. It is the parent's responsibility to send a check or money order, after notifying the nurse, when a prescription is filled or refilled.

**d. IT IS ILLEGAL FOR CADETS TO TAKE PRESCRIPTION MEDICATIONS PRESCRIBED TO ANOTHER PERSON AND WILL BE TURNED OVER TO LOCAL LAW ENFORCEMENT FOR TRAFFICKING CHARGES.**

### *Sick Call*

- Any Cadet requesting medical attention will sign up for Sick Call, which is conducted once weekly when medical personnel are in. The Academy medical staff will then call for the Cadet to report for treatment. The Cadet's family is responsible for all medical, dental and pharmaceutical expenses. The family's personal medical insurance plans Medicare etc; will be used for any medical expenses. Emergencies are handled any time. We have a contract physician on staff.

## HOMESICKNESS

Homesickness may or may not be a problem for your Cadet. Academy Therapists are trained to work with Cadets who may experience some anxiety due to separation and/or loneliness. It will help if they remain optimistic and positive, keep busy and stay focused on their reasons for coming to the Academy. Adjustment usually takes one to two weeks. 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.

We are aware that homesickness also affects parents during this time, especially for the first few weeks. We suggest you also remain optimistic and positive, keep busy and stay focused on their reasons for coming to the Academy. Write them often and be supportive of your cadet. Emails are read by BCA staff and will be deleted if inappropriate language is in them.

- **Cadets sometimes call or write home to have someone come get him or her. 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.**

### **IDENTIFICATION CARD**

Military Dependent ID cards and other insurance identification are maintained by Medical. ID cards will be returned to the parent upon graduation or termination.

## **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 and laundry soap for the cadets to use. Bed linens, sheets and pillowcases are cleaned by a laundry service.

### **LEVEL DESCRIPTIONS**

#### **Uniform Privilege Level Insignia**

- a. **Candidate Level:** Candidates are learning to maintain proper standards of conduct. It is possible to complete the two weeks of Pre-Challenge and not graduate due to poor performance and behavior. You will remain a candidate until you meet the requirements to graduate from Pre- challenge.
- b. **Level Zero:** Cadets are learning or have not learned to maintain proper standards of conduct.



- c. **Level One:** Is awarded to cadets who have started to maintain some proper standards of conduct even though behavior is still not consistent.
- d. **Level Two:** Is awarded to cadets that have shown marked improvement in his/her behavior. This shows that the cadet has maintained proper standards of conduct most of the time; although there are still areas that need immediate improvement.
- e. **Level Three:** Is awarded to cadets who have maintained proper standards of conduct without having to be redirected. To earn this level, the cadet has shown that he/she “Always sets the example!”
- f. **Honor Platoon:** Is awarded to Cadets that have maintained the highest standards of the Academy. Honor Platoon will receive the honor platoon pin indicating they have achieved the most prestigious level. It is worn on the right DCU collar, centered ½ inch from the bottom of the collar. On the platoon shirt and class B shirt it is worn on the right breast parallel with the level pin.
- g. **General’s Platoon:** Is awarded to Cadets who show exemplary conduct and behavior throughout their time at the Academy. These individuals are chosen by the Director of the Academy. They are entitled to their own homelike living environment with other incentives.

## MAIL

Outgoing mail is collected and incoming mail is delivered to the Cadets Monday through Friday (with the exclusion of Holidays). 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. Cadets do not have the capability to send or e-mail. Use the following mailing address to write to your cadet.

**Bluegrass Challenge Academy  
Cadet (first and last name)  
(platoon name or number)  
Bldg. 5549, 114 Conroy Ave  
Fort Knox, KY 40121**

The Academy receives a large quantity of mail each day. If any mail/packages arrive 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. Mail with an unidentified recipient will be returned to sender. All mail will be opened by the cadet in the presents of a Cadre or Staff Member. This is necessary so unauthorized contraband keeps from entering the academy.

### **Email**

The academy has set up an email service where parents and families may send emails to their cadet.

Each email, is printed and delivered to the cadet at mail call. **Please put the cadet's full name and platoon in the subject line. This makes it easier to deliver the email.** Remember this is a one-way email, the cadets cannot reply. Please send up to two small paragraphs in each email. Longer emails need to be saved for letter writing through the regular mail system. Send email to:

[bluegrasscadet@gmail.com](mailto:bluegrasscadet@gmail.com)

*Care packages:*

- a. **Do not send food or snack items to your cadet.** Food items are contraband and will be confiscated. They will not be allowed to eat them.
- b. Care packages may be sent but must be limited to items on the packing list. If unsure about certain items call the platoon sergeant or the Administrative offices.
- c. Cadets will open all mail and packages in front of a Cadre or staff member. If there is contraband in the package, it will be confiscated.
- d. Do not send any tobacco products, food, or other contraband items to your Cadet.

**PASSES**

- a. 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.

- b. Cadets will not be allowed to stay at the Academy on dates of scheduled passes. Cadets will sign in upon returning to the Academy.
- c. **Cadets must be in proper specified uniform when departing and when returning from pass.**
- d. Absolutely no Academy property is to leave the Academy with the Cadet when going on pass. Bags and other personal gear are subject to inspection prior to leaving. Cadets that are 18 years of age may sign themselves out. An adult listed on the Cadet application must sign out cadets under the age of 18 unless notified in writing by the Guardian.
- e. You will be notified of Departure and return times. **PLEASE DO NOT ASK TO PICK UP YOUR CADET PRIOR TO THE SCHEDULED DEPARTURE TIME. IF YOU ARRIVE EARLY, YOU MUST WAIT.**
- f. Cadets will take home needed medications. **DO NOT GIVE CADETS ANY MEDICATIONS THAT WILL CAUSE A POSITIVE RESULT ON A DRUG TEST.**
- g. While a member of the Bluegrass Challenge Academy, personal conduct must at all times meet Academy standards; this applies while on pass as well as at the Academy.
- h. Violations of Academy standards are subject to investigation and possible disciplinary action.
- i. **A PHOTO ID IS REQUIRED FROM ANY PERSON SIGNING OUT A CADET.**
- j. **Only adults over the age of 21 and on the Cadet application sheet may sign out and**

**transport a Cadet, unless notified in writing by the Guardian.**

### **PERSONAL PROPERTY**

**Search and Confiscation of Property:** The Academy reserves the right to search, at any time, any property assigned to Cadets (such as 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 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 Platoon Sergeant. The personal property will be returned to the Cadet or the Cadet's Parent/Guardian during out-processing or at the next pass date. 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.

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

- b. 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 will represent the Academy at Drill Competitions in Kentucky and out of state.

**Off Limits Areas:** All Fort Knox 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.

**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.

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

The Color Guard is responsible for raising the National Colors each morning and lowering them each evening. 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 with a combination lock to keep his/her gear and personal items in. Cadets are instructed on placement of all items in the locker.

## **RELIGIOUS SERVICES**

Religious services are held each Sunday and attendance is voluntary for Cadets. When Cadets attend a religious service, a staff member will accompany them. Cadets will be in the proper uniform when attending religious services.

## **SEXUAL CONDUCT/ RELATIONSHIPS**

Cadets will not become involved in a romantic or sexual relationship or have sexual contact in any form with another Cadet while at the Academy. All forms of romantic or sexual relationships or sexual contact between Cadets are strictly prohibited; this includes same sex romantic or sexual relationships or sexual contact. Cadets will not display affection, or show any romantic or sexual interest towards another Cadet even while on pass.

Fraternization between male and female cadets is also prohibited. Fraternalization is the establishment, or an attempted establishment, of a personal relationship between cadets of the opposite gender. Cadets will not converse with or speak to a cadet of the opposite sex at any time unless the conversation is necessary to carry out assigned tasks or duties; this includes all BCA activities, including church and Academy formations. Prohibited acts include, but are not limited to, the following.

- a. Writing or passing notes, letters or messages to another cadet by any means including the US mail.
- b. Being closer than three feet to or talking with a member of the opposite sex when not necessary to carry out assigned tasks or duties.



- c. Kissing, Flirting, Hand holding, Hugging, Petting
- d. Intercourse or sexual contact of any kind (**termination offense**)
- e. Cadets who violate or assist others in violating these policies are subject to disciplinary action and potential immediate dismissal.
- f. Cadets will follow the three-foot rule; you will remain at least three feet away from a cadet of the opposite sex unless you are carrying out assigned tasks or duties.
- g. Male/Female Cadet Groups must consist of at least three persons. Females must travel in groups of two or more.

### *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 unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Such conduct is made either explicitly or implicitly a term or condition of any Cadet's stay at the Academy.
- b. Submission to or rejection of such conduct by a Cadet is used as the basis for training decisions affecting that Cadet.
- c. 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 substances, illegal drugs or alcohol by Cadets is prohibited. **Cadets caught possessing or using substances; illegal drugs or alcohol will be terminated from the Academy. A cadet giving another cadet medication not prescribed for them is illegal and will 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 if a law has been violated. **Fort Knox is a federal property and illegal drug**

**or alcohol activity may also be a violation of Federal Law.**

- a. Cadets will not communicate with another person about drug or alcohol in a manner that glorifies or communicates a desire to use drugs and/or alcohol.
- b. Cadets will not have or create pictures or drawings depicting drugs or alcohol.

**Drug Screening Procedures:** During the application process, you and/or your parent/guardian were made aware that each cadet is tested for the presence of illegal drugs and may be randomly tested throughout the Residential Phase. In addition, you and/or your parent/guardian signed a release form to allow such testing. **A “positive result” at any time during Residential Phases of the program shall result in your immediate termination from ChalleNGe.**

- a. Drug Screening will be used to protect the community, deter future criminal behavior and assure the safety of cadets and staff.
- b. Drug screening means testing a urine specimen for the presence of illegal drugs.
- c. “Positive Result” shall mean illegal drug use is detected.
- d. “Negative Result” shall mean illegal drug use is not detected.

The Platoon Sergeant assisted by the Academy nurse and/or staff working under their supervision

conducts drug screening. Test results are only provided to selected program staff and will not be shared with other cadets. Medical staff may ask you questions about any drugs you have taken including prescription, over-the-counter, illegal prescription, or illegal drugs. Academy medical staff conducts the following four (4) screenings:

- a. A mandatory drug screen shall be conducted on day 39 from the start date for that cycle.
- b. 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.
- c. Unannounced random screening:
- d. Cadets will be tested for illegal drugs upon returning to the Academy after a leave or pass. This includes any appointments or emergency leaves where academy personnel do not transport and monitor cadets.
- e. You may be tested for the presence of alcohol at any time throughout the Residential Phases of the program.

### **TELEPHONE CALLS**

- a. **Telephone calls are not permitted during Pre-ChalleNGe.** If you receive a telephone call from your cadet during this time your cadet is violating BCA policy.
- b. Phone calls will be made using the platoon phones.

- c. Telephone calls will begin no earlier than the end of the second week and no later than the end of the fourth week, depending upon the efforts of each platoon.
- d. Telephone calls are a privilege and may be suspended for disciplinary reasons.
- e. A five minute call is normally granted to all cadets upon graduating from Pre-Challenge.
- f. Cadets are assigned a time to make phone calls based on their level status. Cadets will be allowed to make calls only during assigned times.

**Phone call schedule:**

**Level Zero:** No calls. Cadre may call for cadet to tell family how cadet is doing.

**Level One:** One five minutes phone call weekly, on a day selected by cadre.

**Level Two:** Ten minutes of call time weekly on day of their choice. Must get permission from cadre to call.

**Level Three:** Fifteen minutes of call time weekly on day of their choice. Must get permission from cadre to call.

**Honor and Director's Platoons:** Unrestricted phone call privileges, must not interrupt other levels phone calls. Must notify cadre they are going to make a call. Must use original platoon phones at platoon convenience.

- **Level two and three cadets may use their call time all at once or in five minute increments.**

- **Cadets on DP or suspension do not have phone privileges during the period of DP or suspension regardless of level.**

## **TOBACCO PRODUCTS**

**Bluegrass Challenge Academy promotes non-use of tobacco products. Cadets are prohibited from using, purchasing, or possessing any type of tobacco product or paraphernalia. It is a violation of Federal law for persons under the age of 18 to purchase tobacco products. Possession or use of tobacco products will result in disciplinary action.**

- a. Violations shall be handled through the program disciplinary system.
- b. Cadets violating this guidance more than twice could be dismissed from the program.
- c. Use of any smoke or smokeless tobacco product is prohibited and also includes possession of any smoking paraphernalia.
- d. Cadets are not allowed to possess any tobacco products, cigarette lighters, matches or other flammable materials.
- e. All tobacco products and flammable materials will be confiscated during the initial Cadet shakedown. Frequent inspections for tobacco products will be conducted.
- f. Tobacco products and paraphernalia will be treated as all other contraband and shall be confiscated and disposed of as directed by the Program Director.

## VISITATION

- a. Visits are not allowed during Phase I, visits are very limited in Phase II.
- b. Parents/guardians or family members wishing to visit the Academy must have the visit pre-approved by the Commandant, Director, or Deputy Director.
- c. Visits are no longer than one hour and limited to immediate family members only, visitation is restricted to the Academy area.
- d. Birthday visits are scheduled for days that do not conflict with training.
- e. Birthday visits are only allowed within five days before or after the actual birthday and therefore might not be on the cadet's actual birthday.
- f. Birthday visits are for one hour and are normally scheduled on the weekend between 1:00pm and 3:30pm for an hour and a half, or on weekdays between 6:00pm and 7:30pm.
- g. Parents/guardians must obtain permission from the Commandant to visit a cadet on his or her birthday. A birthday visit is a privilege and may be cancelled or denied if the cadet's behavior is not up to standard.
- h. Visitors must report to the Commandant or acting Supervisor at building 5549, when arriving for visitation.
- i. Cadets will be inspected for contraband after the visit.

## Public Visitors

The Bluegrass Challenge Academy welcomes visits by the public. All visits by the public must be approved by the Director. Monday - Friday 8am to 4pm. All public visitors and guests must report to Building 5549.

## 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 Bluegrass Challenge Academy is one such initiative where a comprehensive and rigorous program to reclaim our youth in Kentucky is underway.

## **Rationale**

- a. Large segments of Kentucky youth are educationally at risk. Over 10,000 students drop out of Kentucky schools each year. In the United States someone quits, school every eight seconds.
- b. Youth who drop out of school are becoming one of the most “at-risk populations in America. Eighty-two percent of prisoners are dropouts.
- c. 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.



d. 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.

e. 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, 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.

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.

### ***Roll of the Mentor***

The roll of the Mentor is primarily three fold

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

The roll of the mentor is to provide a competent and caring person to help the Cadet continue to identify and explore their opportunity for success.

**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 ones' self to the Cadet:** The Mentors role is to provide support by listening to and advising the cadet, by helping the Cadet identify and use appropriate community resources and the Cadets' 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 transition to independent living.

**Communicate with the Academy:** Mentors will provide both written and verbal reports to the Academy on a monthly basis after graduation. These reports should include Cadet contact, employment or educational status and personal well-being information (I.e. relocation, legal involvement, personal setbacks, 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 CPS and the Academy. We hope you never have to deal with abuse of any kind but we must never ignore a cry for help. 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

**What a Mentor is not:**

- \* A SAVIOR
- \* A FOSTER PARENT
- \* MS. OR MR. FIX IT
- \* A LICENSED SOCIAL WORKER
- \* A PAROLE OFFICER

## **WHAT MAKES A GOOD RELATIONSHIP?**

Establish a common history, do a community service project, work on a hobby, share experiences. Help the mentee become independent.

### **Mentor Visitation**

#### **Mentor visit/match ceremony**

- a) After successful completion of mentor training and mentor/mentee match visits can begin.**
- b) The initial match will consist of 4 hours of training and/or offsite time for mentor/mentee. (10:00-1400)**
- c) There will be three onsite mentor training/matching ceremonies with a choice from 3 dates available for training. Only one training date is required.**

#### **Visits during Residential Weeks 14-20**

- a) Will be on BCA campus exclusively with the exception of item f**
- b) Non-class mentor visits will be no less than ½ an hour and no longer then 1.5hrs**
- c) Visits are during lunchtime and will be limited from 11:30 am until 1:00 pm or after school hours depending on the Cadets schedule**
- d) Mentors may bring food for mentee**
- e) Visits are for Mentor/Mentee only. They are based off of the Cadets behavior. No family members are allowed**

- f) After the completion of 5 on-site visits Mentee/Mentor will be eligible for one 5 hour off-campus visit Must be annotated in cadet file”
- g) **No social media or cell phone calls with family are allowed during visits with Mentors**