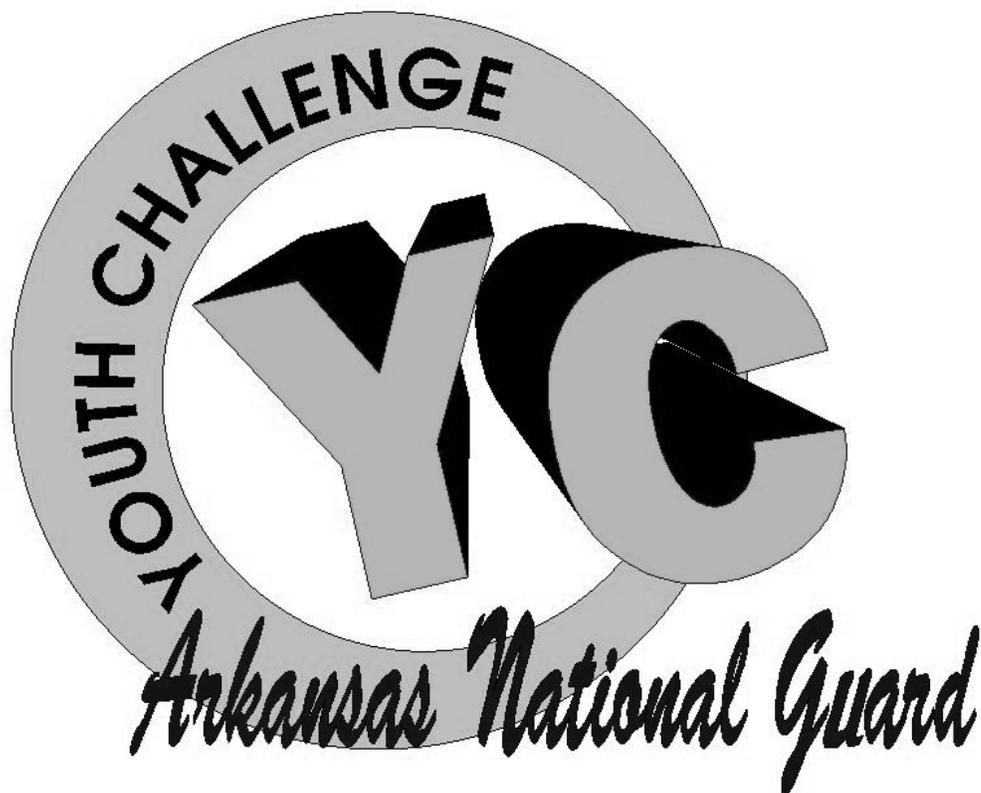


**ARKANSAS NATIONAL GUARD
YOUTH CHALLENGE PROGRAM**



CADET VIRTUAL HANDBOOK

CLASS 55

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This Handbook is designed to provide you with the information you need to complete the Arkansas National Guard Youth Challenge Program. Please read it completely and carefully. If you have questions, ask your cadre or teacher for clarification.

I. STRUCTURE OF YOUTH CHALLENGE PROGRAM

The Arkansas National Guard has selected a very capable staff to conduct requirements of the Youth Challenge Program.

A. YCP Staff

The YCP Staff consists of the Program Director, Deputy Director, Commandant, Administrative personnel, Recruiting Placement and Mentoring Supervisor, Recruiting personnel, Post-Residential personnel, Mentoring, Residential Advisors, Academic Instructors, Budget personnel, Supply, Maintenance, and Medical Personnel. While you are here, you will become familiar with everyone. Most of your time will be spent with the Operations personnel.

B. Academic Instructors

The Academic section consists of four classroom teachers. Your classroom instructors are schoolteachers certified by the state. They will be working with you to improve your academic performance. Your relationship with these instructors is the same as you have had with teachers in public school. They are dedicated, qualified, and willing to help you.

C. Operations

The Operations Section consists of the Commandant, Operations Supervisor, Group Leaders/Shift Supervisors, Group Leader Assistants/Shift supervisor assistants, and cadre.

1. Commandant

The commandant is the supervisor for all of the operations section including the group leaders, and cadre.

2. Operations Supervisor/1SG

The Operations Supervisor/1SG provides supervision to the Group Leaders and cadre. He/she directs YCP Operations staff and provides guidance to each shift to ensure YCP policies, procedures, and directives are followed.

3. Group/Shift Leaders

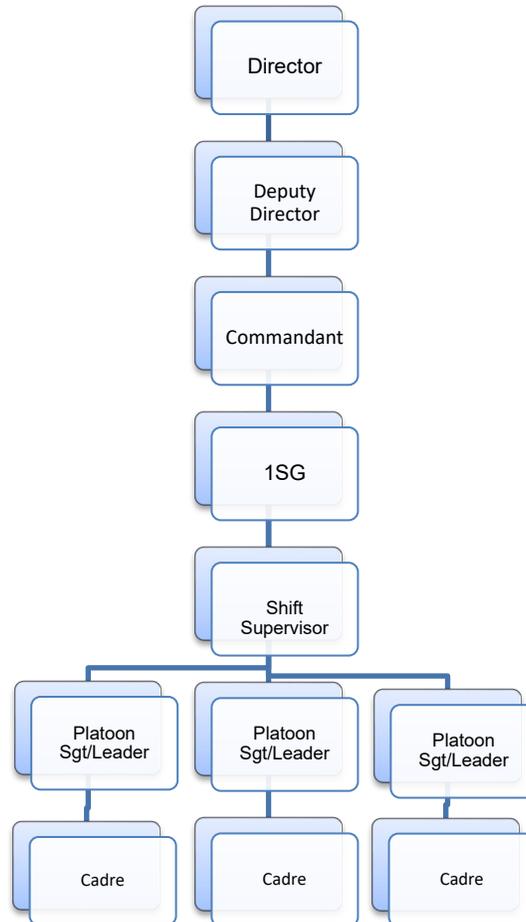
In the absence of the Operations Supervisor, the Shift Supervisor is responsible for the various platoons. He/she manages the cadre and cadets to ensure adequate platoon coverage is achieved and maintained throughout the shift. He/she has the authority and responsibility to supervise all aspects of the team/platoon, including directing cadre. In the absence of the Group/Shift Leader, a designated Senior Cadre member assumes the duties of the Group/Shift Leader.

4. Cadre

He/she is responsible for the supervision and activities of assigned platoons. He/she will be with cadets at all times except when cadets are with other staff members for academic classes or assignments. Cadre supervises and coordinates the cadets' daily routine. That includes: waking up, personal hygiene, physical fitness, drill & ceremonies, testing, meals, work details, organized sports, community service, quiet

time, lights out; plus numerous other activities. Cadre members are selected because of their ability to work with young people. They will answer your questions. Their job is to enforce the rules and to help you graduate from Youth ChalleNGe. While they may appear tough and unyielding, always keep in mind that your best interest is their primary reason for working at YCP.

5. Operations organizational staff matrix – Chain of Command:



II. Hands-Off Leadership

- A. The Youth ChalleNGe program requires that staff abide by NGB Policy NG-J1-AY dated 8 May 2015 in regards to “hands-off leadership.”
- B. You were briefed on the above policy on Day One.
- C. Hands-off leadership means that no staff member may aggressively touch a candidate/cadet as a means of forcing him/her into compliance.
- D. Staff members have all been trained in non-violent crisis intervention techniques, to include approved physical restraints. **Those restraints may be used by staff to control a cadet when necessary. Such use is not a violation of this policy.**

- E. 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.
- F. If you believe that you observed a staff violation of this policy you should immediately report the incident through your chain of command.
- G. No candidate/cadet will be subject to disciplinary action or retaliation for reporting an alleged violation.
- H. Candidates/Cadets are reminded that false reports will lead to disciplinary action up to and including dismissal.

III. FORMS AND RECORDS

A personal record file is established for you during in-processing. All of your actions during the residential phase are documented in your file. This can provide you with valuable assistance in securing further schooling or getting a job. A copy of the necessary components of your record is given to you when you graduate. This is confidential information and will not be released to anyone but you, your parent, or guardian unless you sign a form to have the information released.

IV. PRIVATELY OWNED VEHICLES

You **are not** permitted to bring a privately owned vehicle with you to Youth ChalleNGe.

V. MONEY IN THE BARRACKS GUIDANCE

Cadets should have no cash/money while enrolled in Youth ChalleNGe. We will provide you with everything you NEED to complete the program. In the event you receive cash, you must turn the cash over to the cadre on shift, and he/she will record the serial numbers of the money received, place it in an envelope, and give it to the Commandant to lock up in the safe. Money will be sent home with the cadet on the first pass. Money left in the barracks is subject to theft by others. YCP is not responsible for theft of your money.

VI. MAILING ADDRESS

Incoming mail is delivered to cadets Monday through Friday. Mail from home is always welcome. Your mailing address is:

(YOUR COMPLETE NAME)
ARKANSAS NATIONAL GUARD YOUTH CHALLENGE
BUILDING 16414, BOX 41
CAMP J.T. ROBINSON
NORTH LITTLE ROCK, AR 72199-9600

VII. FAMILY/FRIENDS

For the first two weeks, candidates are required to write a letter home every night. After that, cadets will write at least one letter each week.

VIII. FAMILY EMERGENCIES

A. Phone Numbers

In the case of serious injury, illness or death of a member of your immediate family you can be notified by calling Operations @ **(501) 212-5308**, **(501) 352-6318** (24 hour cell

phone) or Post Security @ **(501) 212-5282/501-212-5280**. These emergency numbers are answered 24 hours each day. Your parent or guardian will receive the information on how to contact you in the Parent Handbook. The caller should give the person answering the telephone the following information:

1. Cadet's name
2. Nature of the emergency and telephone number
3. Callers will also need to identify you as a "Youth ChalleNGe Cadet" as there are other youth programs on this post that use the term "cadet" to refer to students.

B. Emergency Leave

You are given emergency leave, if necessary, to assist your family or attend funerals of the immediate family. However, your parent, guardian, or other authorized adult must provide you transportation home. Family members may contact Youth ChalleNGe Operations for emergencies at **(501) 212-5308** or **(501) 352-6318** (24 hour cell phone). Information given by the cadet is not treated as an emergency. An adult must provide emergency information. Documentation will be required in order to prove the emergency exists.

C. Passes

Due to the Covid-19 Virus, there will be no passes.

IX. ABSENCE

The Operations Supervisor, Team Leader, or Cadre on duty must be contacted in the event of unavoidable absence or tardiness. Cadets are considered to have **FAILED TO ANSWER ROLL CALL (FTARC)** if they do not contact Operations. FTARC could be punishable by dismissal.

X. FIELD TRIPS/GUEST SPEAKERS

- A.** There is a possibility that trips to various points of interest and activities will be scheduled during the residential phase. These trips may include but are not limited to: the State Capitol, the Old State House, the Governor's Mansion and the Art Center. Trips are scheduled to not interfere with academic programs. Cadets are expected to behave appropriately at all events.
- B.** Guest Speakers are scheduled at various times throughout the residential phase. They include prominent business people, elected and appointed officials, judges, lawyers, police officers, and military personnel. These events are generally conducted on weekday afternoons.
- C.** These planned activities are part of the program of instruction. All cadets must participate.

XI. PATRIOTIC AND RELIGIOUS ACTIVITIES

- A.** Cadets participate in patriotic ceremonies and activities while attending the residential phase. These activities include: reciting the Pledge of Allegiance, proper method of handling and displaying the Flag, proper respect rendered to the Flag, and possibly participating in Veteran's Day and Memorial Day ceremonies.
- B.** Cadets are expected to attend non-denominational spiritual training. If a student has special needs he/she should make his/her Cadre aware of those needs.

XII. MILITARY MODEL

The Youth ChalleN/Ge Program is conducted using a framework and methodology that parallels the military services. This model provides a constructive discipline standard that leads to effective self-management.

A. Military Structure

The staff controls the military structure used at YCP. Peer structure, pressure, and role modeling encourages you to monitor your own behavior. You learn to make conscious decisions regarding alternative choices. You also learn to accept the consequences and be responsible for your own actions.

B. Military Subjects

Subjects taught during the program are:

1. Drill and Ceremonies

Cadets are taught facing and marching movements. These formations are used when moving to and from different outdoor locations. Additionally, these movements are used at parades and special functions.

2. Leadership

Cadets study leadership techniques using the methodology established by military doctrine.

3. Daily Routine

Cadets are expected to work within an established daily routine. This routine is explained and implemented by the Cadre.

4. Attention to Detail

Maintenance and upkeep of individual living areas and work areas are stressed. Periodic inspections are conducted to ensure standards are met.

C. Duty Assignment

Each cadet is expected to perform his or her share of duty details. Details consist of washing and drying laundry, disposing of trash, cleaning the barracks, police call; etc. The Cadre will maintain a duty roster.

D. Standards of Conduct

Cadets are expected to be responsible for their actions and to assist their peers.

E. Scheduled Activities

Each day cadets participate in scheduled activities. These include classroom work, assigned details, work projects, fitness training, and other activities. Cadets are expected to participate in these activities. The program is designed to gradually reduce staff supervision and provide for individual pride and growth. This allows cadets to feel good about their accomplishments.

F. Physical Fitness Training

Physical fitness training or physical activities are conducted twice daily. Cadets participate in a progressive fitness training program designed to improve their well-being. It also teaches a disciplined approach to life. Participation by all Cadets is required.

G. Time Schedule

Cadets are expected to be at the proper place at the proper time. Tardiness or unauthorized absences are not tolerated. Cadets work as a team to make sure all platoon members follow the daily routine and training schedule.

XIII. FORMATIONS & REPORTING PROCEDURES

Cadets attend all formations as indicated on the training schedule or as directed by the Cadre, unless excused by an authorized person.

Each day, the Cadre at the first and last scheduled formation takes a formal report. A report is taken anytime the Platoon is out of the Youth Challenge Area. The formal reports are given to the Cadre. Reporting will be done in accordance with US Army Field Manual 3-21.5.

XIV. BARRACKS

- A. Cadets are provided with a bed, storage drawer, and a storage locker. Pillows, sheets, pillowcases, blankets, towels, and washcloths are furnished.
- B. You are assigned to a barracks and a specific Platoon. Your Platoon attends class together and works as a team. (Note: Due to the needs of the program you may be required to attend class with members from another platoon, excluding members of the opposite sex.)
- C. Cell phones, radios, CD players, televisions, video games, watches, or other electronic/noise-making devices are not permitted.
- D. Cadre will provide you with instructions on how to properly make your bunk and display items in your drawer, wall locker, etc.
- E. The area around the Cadre's desk is off limits to **ALL** Candidates/Cadets. **At no time** are Cadets allowed inside the taped-off area around the Cadre desk.

XV. CLOTHING/SUPPLY ISSUE

You are responsible for any damage done to YCP equipment or clothing. A **statement of charges** for damage may lead to disciplinary action, up to and including dismissal from the program. You may also be demoted or written up which can affect your cadet rank in the program.

- A. You are required to sign a receipt for all of the items issued to you.
- B. Unless directed to do so, cadets will **not** mark on any YCP items of clothing; i.e. poncho, cap, uniforms.
- C. Staff will wash cadet's towels, wash cloths, and individual clothing (pants, shirts, and sweats). Bed linens will be washed by Staff weekly.
- D. When you successfully complete this program, you may be permitted to keep selected items issued to you. If you leave the program for any reason, you are required to return **all** issued items before departure. If these items are not returned, proper authorities are

notified of the theft of those items.

- E. Classroom supplies, cleaning supplies, and work supplies are provided as needed.

XVI. EMERGENCY SITUATIONS/SAFETY/INCIDENT REPORTING

- A. Any action or incident that poses a potential threat to life or property is considered an emergency situation.
- B. Emergency situations include: fires (either inside or outside a building), lightning striking a person or building, an accident or altercation (fight) that caused bodily harm, serious illness or a person in major discomfort, or other incidents that require fast decisive action to prevent further damage or suffering.
- C. A staff member or some other designated person is in your general area at all times. This person is to be summoned to the site of the emergency immediately.
- D. Cadets assist the staff person as directed during the emergency.
 - 1. The staff member reacts to the emergency as needed and notifies Youth Challenge Operations.
 - 2. Cadets remain in a group, out of harm's way during the emergency.
 - 3. A staff member may request assistance of Cadets during the emergency if it does not place the Cadet in harm's way.
- E. If a staff member is injured or incapacitated, the Cadets must apply good sound judgment to their actions. **Under no circumstances will a Cadet do anything that could injury or endanger himself/herself or another person.** Cadets will form a group leader and wait for instructions.
- F. Safety of the Cadets and the Staff takes priority over all other considerations. Cadets will not do anything that appears dangerous. Cadets are not permitted to carry matches, lighters or any other item capable of producing a flame. Cadets are not to tamper with lights, cameras, security alarms, touch any furnaces, change thermostats or work on any electrical items. Cadets will wear appropriate clothing and safety gear, obey all rules, regulations and restrictions, and demonstrate proper maturity with their actions.
- G. The Cadre works closely with Cadets to make sure they are safe during the program. Cadets are expected to cooperate and report any violations of the rules to their Cadre. This should not be considered as betraying or telling on their peers. This is to ensure that everyone works together to prevent anyone from getting hurt.

XVII. ILLNESS/INJURY

A. Medical Care

A Nurse is available to assist with minor sickness or injuries. No long-term care is provided. Individuals requiring a medical profile change will be evaluated for continuance in the program. Meeting physical requirements is a necessary part of the program.

B. Emergency Care

Arkansas Children's Hospital or St. Vincent's (Sherwood) is typically used for medical emergencies. Your parent/guardian (or you, if you are 18 or over and on your parent's insurance) is responsible for paying all medical bills incurred, filling and paying for all prescriptions, filing insurance claims, etc.

C. Sick call procedures

Sick call is conducted in the following manner.

1. Time

Sick call is conducted at 1200 and 1700 hours daily and as needed as time determined by the Operations Supervisor and Nurse. Emergencies will be handled as required.

2. Profiles

If a Cadet receives a profile, he or she must carry it with him/her at all times. Only the YCP Nurse or other competent medical professional can issue a profile accepted at YCP. Continuous use of profiles, or profiles for extended periods of time, can lead to dismissal from the program. When Cadets receive a medical profile, they are to immediately let their Team Leader and Cadre know. Team Leaders will brief the Operations Supervisor daily on medical profiles.

3. Meals

Your diet may be restricted and amended as necessary when you make a sick call request, i.e. vomiting and other stomach issues.

XVIII. ETHNIC/GENDER AWARENESS

There are both male and female Cadets in the Youth ChalleNGe Program. They come from all ethnic and racial backgrounds. Cadets are assigned to platoons that reflect the same gender. This provides each platoon an opportunity to develop a better understanding of diversity and appreciation of individuals from other backgrounds and cultures.

- A. Do not use jokes, remarks, or gestures, which may offend others; they are neither appropriate nor are they tolerated.
- B. Duty assignments and work details are made without consideration of race or gender. Your Cadre keeps a duty roster for all details. If you have any questions, ask your Cadre.

XIX. SEXUAL MISCONDUCT/FRATERNIZATION

A. Conduct

There are both male and female cadets and YCP Staff. All personnel will treat members of the same and opposite sex with respect.

B. Behavior

Unacceptable behavior includes: crude or lewd remarks; sexist jokes; touching; rubbing; kissing; petting; or hand holding. Your Cadre will instruct you concerning proper behavior. Any type of unacceptable behavior will be subject to disciplinary action up to and including dismissal from the program.

C. Courting

Any sexual act or relationship is justification for immediate dismissal. Visits from your girlfriend or boyfriend are governed by the same rules as outlined above.

D. Fraternalization

Fraternalization (intimacy) between cadets (same or opposite sex) is prohibited and will result in disciplinary action. Fraternalization between Staff and Cadets also is prohibited and will result in disciplinary action.

Any Cadet caught corresponding (writing letters, speaking to or attempting to speak) with a Cadet of the opposite sex or being involved with inappropriate fraternization with another Cadet (same or opposite sex) of this program will result in not being promoted to the next higher rank for that promotional period. You will also be subject to disciplinary action as determined by Quad, up to and including dismissal.

XX. DRUGS/ALCOHOL/TOBACCO USE

The use of illegal drugs, alcohol or tobacco is not allowed.

A. Testing

You are tested for drugs during your entry in or following your first pass from the program. You may be tested for drugs at any time during the program. Any positive test will result in dismissal. If a Cadet test positive the Guardian has the option to transport the Cadet to one of the program contracted urinalysis sites at the Guardian expense.

B. Prescription Drugs

Medically prescribed drugs must be given to the Nurse or designated staff member during In-Processing. If you are required to take the medicine on a continuing basis, the Nurse or designated staff member will administer these drugs as prescribed. It is your responsibility to ensure medication is taken at the prescribed time.

C. Non-prescription/over the counter drugs

Non-prescription or over-the-counter-drugs are not authorized without physician's instructions. If you bring any with you, they must be given to the Nurse. If you require any non-prescription drugs, they are furnished to you.

D. Alcohol

Alcohol consumption is prohibited. Alcohol use or possession will result in dismissal.

E. Tobacco

Tobacco use in any form is not permitted. You may not possess tobacco or any paraphernalia related to tobacco use (lighters, rolling papers, etc.). Possession of tobacco of any kind or any tobacco paraphernalia is considered a violation. You are also in violation if you are discovered in an area where other Candidates or Cadets are using tobacco. If you have direct knowledge and fail to report the violation, you have violated the policy. A first offense of tobacco use/possession may result in an automatic Quad appearance and a demerit of at least 1000 points. If a Cadet violates the policy more than twice (third violation) he/she may be subject to dismissal from the program per NGB (National Guard Bureau) guidance.

F. Confiscation

Items found that are illegal, dangerous or detrimental to the program are confiscated and

may lead to disciplinary action up to and including immediate dismissal.

XXI. THE LEADERS CREED

I will always realize that everything I say and do influences my fellow Cadets. I will instill in them a deep sense of loyalty, personal conduct, integrity, and professional skill.

XXII. THE CADET HONOR CODE/GENERAL RULES

A. Cadet Honor Code

I become a Cadet leader by what I do. I know my strengths and my weaknesses. I strive constantly for self-improvement. I live by a high moral code and set an example that others can follow. I know my job and carry out the spirit, as well as the letter, of instructions I receive. I take the initiative and seek responsibility. I face any situation and make my own decisions for the best course of action. No matter what the requirements, I stay with the job until it is done. I always accept full responsibility for my actions.

B. General Rules:

1. I will think before I act.
2. I will follow orders given to me at all times.
3. I will not use profanity or vulgar language.
4. I will show respect to all others.
5. I will not fight.
6. I will not lie, cheat, or steal; nor will I tolerate those who do.

XXIII. GROOMING AND APPEARANCE STANDARDS

All individuals associated with this program are expected to maintain their grooming and appearance in a clean, neat, and orderly manner.

A. Clothing

1. You will not alter, change, or modify, in any manner, clothing issued by YCP unless approved by your Cadre.
2. No clothing will be worn in a manner which presents a sagging appearance. Underwear will be worn underneath the PT shorts. Male Cadets may wear an athletic supporter underneath their PT shorts when the PT shorts are the outer garment.
3. Cadets will wear clean clothing that is in good condition. Cadets will wash uniforms after two days of wear, or when soiled, whichever happens first.
4. Cadets will wear only approved items while at YCP; the exception is for medical reasons recommended by the Nurse, in writing and approved by the Commandant.
5. Boots must be kept clean, highly shined and tied. Spit shining is optional. To prevent getting boot polish on bunks, floors, clothing, etc. boot polishing will be done outside, weather permitting.

B. Jewelry

1. One wedding band (married Cadets only) is authorized. No other jewelry permitted for male cadets.
2. Female Cadets are authorized to wear one set of round earrings, in their ears, not to exceed 1/4 inch in diameter. No other jewelry is permitted for female cadets.
3. No tongue, belly, or nose rings are permitted during residential phase of YC.
4. Male Cadets are not authorized to wear earrings.
5. No additional piercings will be authorized upon acceptance to the program.

C. Hair

Haircuts, styles, and colors must be conservative and neatly groomed. Extreme or fad style haircuts or hairstyles are not authorized. Required haircuts are given monthly, and is mandatory for all male cadets.

1. Male

- a. Hair must be a natural color and present a tapered appearance.
- b. Side burns are not allowed.
- c. Male Cadets will shave each morning. Mustaches are not permitted. Goatees and beards are not authorized.
- d. Shaved head or partial shaved head is not authorized.
- e. Cadets are not authorized electric clippers while at YCP, unless authorized by the nurse.
- f. The wearing of a wig or hairpiece by male students is not authorized.
- g. Notched eyebrows, tattoos/drawings on the body are not authorized.
- h. Other changes in appearance which appeals to a faddish group or gang related identity are not authorized while at YCP.

2. Female

- a. Hair must not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles must not interfere with proper wearing of the YCP headgear. Hair will be a natural color.
- b. Wigs, hair extensions, or hairpieces must be approved by the Supervisor.
- c. Hair holding ornaments (such as barrettes, pins, clips, and bands) if used, must be unadorned and plain. They must be transparent, similar in color to the hair, or black, and be inconspicuously placed.
- d. No piercing of the nose, tongue, lips, or other areas are authorized. Only one stud earrings per ear is authorized.

3. Accessories

Wearing of curlers, rollers, hairnets, shower caps, plastic bags, bandannas, do-rags or any other unusual or inappropriate accessory/adornment to the hair is prohibited for all Cadets.

a. Fingernails

All Cadets must keep fingernails clean and neatly trimmed. Males must trim their fingernails to be even with the end of the fingertip. Fingernails for female Cadets may be no longer than 1/4 inch past the end of the fingertip. Only clear fingernail polish will be worn.

b. Cosmetics

Lip stick and eye shadow will be subdued; light cosmetics will be worn only by senior cadets.

c. Sunglasses

Sunglasses will not be worn unless they are prescription and they are the only prescription glasses the Cadet has. The prescription for sunglasses must be on file in the Cadet's record.

d. Eyeglasses/Contacts

Cadets are encouraged to wear glasses only. All Cadets must have a prescription for glasses or contacts. Only prescribed contacts are allowed. Contacts solely

designed to alter one's eye color is not authorized. A copy of the prescription for contacts must be on file. Cadets must take proper care of contacts and provide their own saline/cleaning solutions. Medical staff reserves the right to deny use of contacts if Cadets do not use them properly.

e. Interpretations

Any style of hair, wear of clothing or jewelry that requires an interpretation will be referred to the OPERATIONS SUPERVISOR for a final decision.

XXIV. CADET RULES OF CONDUCT

- A. The Cadet's actions must be above reproach. Particular care must be taken to avoid involvement in any disorderly conduct.
- B. Cadets follow instructions given to them by Cadre, Staff members, or the Cadet leadership.
- C. Horseplay, ridicule of others, "clowning around", rolling the eyes, or use of slow, exaggerated movements in an insubordinate manner is prohibited.
- D. The use of profanity, obscene gestures, gang signs, loudness, discourtesy, "back-talk," placing hands on a staff member, or talking disrespectfully is prohibited.
- E. Drinking, possessing alcohol, gambling, and taking or possessing illegal drugs is prohibited.
- F. Lying, cheating, stealing, or the destruction of property is prohibited.
- G. Fighting or actions that show intent to do harm to another individual, animal, or object are prohibited.
- H. Possession of the following is prohibited: firearms, ammunition, explosives, fireworks, incendiaries, knives, clubs, sticks, rocks, or any other object whose primary use is to inflict personal injury or damage to property.
- I. Sexual activities or pornographic material is prohibited. This includes personal touching, rubbing, kissing, petting, or handholding. Possession of "R" or "X" rated materials is prohibited.
- J. Cadets may neither chew gum nor use any form of tobacco.
- K. Cadets and Staff members are addressed in the following manner:
 - 1. Staff members address each cadet as "Cadet (Last Name) or Mr./Ms. (Last Name)."
 - 2. Cadets address staff members as "Mr./Ms. (Last Name) Sergeant, 1SG, and Sergeant Major."
 - 3. Cadets address Cadets as "Cadet (Last Name)."
 - 4. If the last name of a Staff member is not known, Cadets address that Staff member as "Sir/Ma'am."
- L. The following procedure will be used whenever a cadre, staff member, member of the

military, or other adult guest enters the barracks:

1. The Cadets will call "Attention."
 2. All Cadets will come to the position of attention.
 3. The Cadets remain at attention until ordered to "Carry On" by the Staff member.
- M. The following procedure is used whenever Cadre or other Staff members address a Cadet:
1. The Cadet will come to the position of "Attention."
 2. The Cadet will reply Cadet (Last Name)."
 3. The Cadet will remain at "Attention" until given the command "At Ease."
- N. The following procedure is used whenever a Cadet asks a question of Cadre, or other Staff member:
1. Cadet will come to the position of "Attention."
 2. The Cadet will say Cadet (Last Name) requests permission to speak."
 3. The Cadet will remain at attention until given the command "At Ease."
 4. When the conversation is over, the Cadet comes to attention and says, Cadet (Last Name) requests permission to carry-on."
 5. After given permission to carry-on, the Cadet takes one step backwards, executes an about face, carry on or double times off if outside.
- O. The following procedure is used whenever a Cadet is reporting to Cadre, or other Staff member:
1. The cadet comes to the position of "Attention" two steps in front of the cadre, or staff member and request permission to speak.
 2. The cadet says Cadet (Last Name) reporting as requested.
 3. Cadet remains standing at "Attention" until instructed to be at ease while business is being conducted.
 4. Before leaving, the cadet comes to "Attention," ask permission to carry on, after giving permission to carry on, takes one step backwards, performs an "About Face," carryon and "Double Times" if outside.
- P. Cadets will not walk or stand with their hands in their pockets.
- Q. Cadets will not walk or run on YCP grass unless directed to do so.
- R. Cadets "Double Time" when moving in the Youth Challenge area when not marching in a formation of cadets.
- S. When a cadet approaches a cadre or other staff member from the front, the cadet stops, comes to "Attention" and then requests permission to carry-on. He or she remains at "Attention" until told to "Carry On." After the command to "Carry On", the cadet resumes at "Double Time."
- T. When a cadet approaches a cadre or staff member from the rear, the cadet goes to "Quick Time" and says "Sir/Ma'am, Cadet (Last Name) requests permission to pass." When

ordered to pass, the cadet goes back to “Double Time.”

- u. Cadets will not leave the Youth Challenge area or be in a motor vehicle without authorization from the Operations Supervisor.
- v. Cadets will be inspected daily by their cadre for hygiene and personal appearance.
- w. Cadets will not be late or absent for formations, class, or duty.
 - 1. Cadets are considered late if they join the activity after it has been called to order.
 - 2. Cadets are considered absent if they miss fifteen percent of the activity.
- x. When a formation is marching past a stationary formation, the Platoon Guide for the stationary formation calls his formation to “Attention,” and then the Platoon Guide “Salutes” the passing formation.
- y. Cadets are responsible for reading, and complying with the information posted on the platoon bulletin board, to include daily homework assignments.
 - 1. Cadets will read the platoon bulletin board a minimum of twice each day (noon hour and dinner hour).
 - 2. Cadets whose names appear on the bulletin board are responsible for complying with information, as directed.
- z. Behavior on a bus or van includes:
 - 1. Buses and vans are loaded from rear to front.
 - 2. Cadets may talk in a quiet manner if permitted by the cadre or staff member.
 - 3. Cadets will not make any signs, hand gestures, etc. or make any comments to pedestrians or passing motorists.
 - 4. Seat belts will be worn at all times unless they are not part of the vehicle equipment (ex: YCP bus).
 - 5. At no time will anything be held out the windows or thrown out the windows.

XXV. DINING FACILITY PROCEDURES

Students will attend all meals unless medically placed on quarters recommended by the nurse, or assigned to the disciplinary squad, and approved by the Team Leader.

A. Uniform

- 1. Cadets remain in full uniform unless instructed differently by Cadre.
- 2. Jackets, if removed, must be hung on the back of the chair that the Cadet is using.
- 3. Ponchos, when removed, must be folded neatly and placed underneath the Cadet’s chair or hung in appropriate location at direction of instructor or cadre staff.

B. Procedures for Entering the Dining Facility

1. Cadets form in a file formation on the sidewalk, outside the dining facility. The cadets stand at "Parade Rest" at normal intervals. When the individual in front of the cadet moves forward, the cadet comes to the position of "Attention", moves the appropriate distance, and then returns to "Parade Rest". This continues until the cadet reaches the serving line. At the serving line, the cadet will come to the position of attention facing the servers. The cadet "right/left steps" down the serving line until the cadet receives his/her tray.
2. The Platoon Guide stands centered, on the right side of the sidewalk, facing his or her Platoon until all have entered the dining facility. After the last cadet enters, the Platoon Guide may enter.

C. Procedures Inside the Dining Facility

1. The cadets go through the serving line in an orderly fashion. Cadets will not talk to dining facility personnel except to convey their selection of food.
2. Cadets will carry their trays at chest level to their assigned table.
3. Cadets set their trays on the table and wait until all members of their group arrive at the table.
4. On command cadets will be seated and begin eating.
5. Eating is done in an orderly fashion. Hats and elbows are not to be placed on the table. Cadets consume their meals as quickly as possible. Cadets limit talking to requesting condiments (i.e. salt, pepper, napkins, etc.). Cadets may be made to stand and finish eating for failing to follow instructions.
6. Food is never to be exchanged or given away. Unwanted food must be thrown in the trash.
7. Cadets will raise their hand and obtain permission to get up prior to leaving the table.
8. Cadre may require cadets to drink a specified amount of water before being allowed to drink other offered beverages.
9. Cadre must ensure conduct in the dining facility is above reproach. Discipline is administered outside the dining facility.
10. Cadets will not face the opposite sex and may be required to look at the wall if cadets of the opposite sex are within view of those standing in line.

D. Procedures for Exiting the Dining Facility

1. Cadets leave the dining facility when told to do so by the Cadre.
2. When leaving the dining facility, the cadets pick up their trays, cups, eating utensils and any trash from the table/floor and then proceed to the trash containers. Cadets will place all trash in the appropriate containers.
3. The cadets form a line at the door. Cadets stand at "Parade Rest" until told to exit the dining facility by Cadre.
4. No Food or Drinks will be taken out of the Dining Facility. The only exception is for meals requested through prior approval through Operation, Medical or Administration.

XXVI. ACTS OF DISHONESTY

A. Dishonesty

Lying, cheating, stealing, destruction of property or performing other dishonest acts are justifications for dismissal from Youth Challenge.

B. Retribution

A cadet caught performing a dishonest act that results in damage, loss or destruction of any personal, state or federal property may be charged for the cost of repair or replacement of the item(s) or may suffer disciplinary action up to and including dismissal.

XXVII. RULE INFRACTIONS/DISCIPLINARY ACTIONS

- A. Cadets are expected to obey and support all rules and procedures published in this handbook. Cadets also are expected to obey Cadre and other staff members.
- B. This handbook lists disciplinary actions assessed for violating YCP Rules. Cadets will read the Cadet Handbook carefully, and are responsible for knowing the penalties for breaking rules.
- C. Each platoon is expected to work as a team to help each other obey all rules. YCP's goal is for everyone to work within the established system.

XXVIII. DISCIPLINARY PROCEDURES FOR THE CLASSROOM

Instructors use the current disciplinary system in place for the whole of YCP. Intermediary disciplinary steps may be utilized at the discretion of the teacher. (These steps may include, but not be limited to: on the spot correction, additional assignments, etc.) It is at the instructor's discretion how to enforce the discipline based upon the severity of the offense. An instructor can write a ticket, have the cadet do physical training within the classroom (as defined in the Youth ChalleNGe SOP), or send the cadet with a cadre member for more extensive physical training.

Cadets are expected to turn in work at the appropriate time and cooperate with teacher(s). Failure to do either of these can result in disciplinary actions such as detention time or CAPEing (Correctional Action through Physical Exercise). These disciplinary actions will be an intermediary step in an attempt to rehabilitate the cadet to follow classroom policies and procedures.

XXIX. QUAD/At Administration Discretion!!!!

Staff may choose to utilize the quad as an option for corrective measures when applicable. Quad consists of the Platoon Sergeant, Recruiting staff member, Academic Instructor, and Post-Residential staff member, or representatives of these departments. The Quad convenes for Cadets who fail to respond to corrective counseling. Cadets are also referred to the Quad for serious violations of Youth ChalleNGe policies and procedures. The Quad conducts a hearing, considers all circumstances, calls witnesses, and determines recommended actions for the referred Cadet. All recommendations for dismissal are forwarded to the Director for consideration. All decisions by the Director are final.

The following cadet misconduct will result in disciplinary action (at the discretion of the Director, Deputy Director of Operations, and Commandant), and may result in immediate dismissal at the discretion of the Director:

- Possession or use of illegal or unauthorized drugs
- Possession or use of alcoholic beverages
- Possession or use of any weapons
- Any sexual misconduct or lewd behavior
- Running away from YCP area any time after Acclimation Period
- Deliberate destruction, abuse, or misuse of program property or others' property
- Aggressive, violent, intimidating or threatening behavior

- Theft
- Extortion
- Drug violations (sharing or selling drugs, saving prescription or non-prescription med's, etc.)
- Refusal to train/shutting down
- Referral from Quad
- Failure to answer roll call (FTARC)
- Action detrimental to good order

Please be aware that the previous list of violations is not necessarily complete and other types of misconduct can and will be addressed as necessary. In addition, other rehabilitations may be added as deemed necessary (i.e. a written apology to others or classroom assignment).

XXX. MERIT/DEMERIT POINT SYSTEM

A. Merit/Demerit System

The “Merit and Demerit” point system begins the third week of the program. It is designed to encourage high standards of performance and discourage undesirable behavior. The system allows cadets to earn “Merit Points” that can be exchanged for privileges. “Demerit Points” are deducted from accumulated “Merit Points” resulting in some privileges becoming unobtainable. Any candidate/cadet who is in “negative” status will be restricted to the Youth Challenge area. The only exception would be class/platoon projects.

B. Earning Merit Points

Cadets are awarded 1000 points each week for participating in the six categories listed below. It is also possible to earn extra points for outstanding performance and for doing extra work other than assigned tasks. The categories are as follows:

<u>POINTS PER WEEK</u>	<u>DUTY</u>
100.....	Conduct
100.....	Physical Training (PT) Drills and Ceremonies (D&C)
100.....	Inspection
100.....	Motivation
100.....	Performance
500.....	Attending Class
1000.....	TOTAL

EXTRA POINTS

500.....	All Go's on D & C Phase Test
300.....	Honor Platoon
300.....	Company Guide
200.....	Platoon Guide
100.....	Squad Leader
100.....	Guidon Bearer
100.....	Flag Detail
200.....	Platoon Cadet of the Week (1 per 10 Cadets)
500.....	Company Cadet of the Week
500.....	Cadet Academic Award (Awarded per grading cycle)
100.....	Academic Class Leader Award
100.....	Cadre Incentives

100.....Awarded for every hour of extra duty performed

c. Privileges

1. Privileges are earned based on performance. Merit Points are awarded for meeting or exceeding standards. These points may be used for certain privileges. Any cadet who has a negative point total is placed on probation and total restriction. The cadet is required to perform a work detail until a positive point value is earned. Privilege values are identified below. Unnecessary medical appointments, as determined by the Commandant, will result in a charge for a pass.

<u>COST</u>	<u>PRIVILEGE (WHEN APPLICABLE)</u>
250 pts...Shift supervisor...	Telephone (other than parent/guardian)
250 pts...Shift supervisor.....	Coke

2. Trips and other special privileges not covered above have a cost to the cadet established by the Operations Supervisor. This cost is determined on a case by case basis.

D. Assessment Procedures

Incident memorandums are turned in daily to the Shift Supervisor (OS). The Shift Supervisor looks at each incident memo and gives them to the 1SG/SGM. Merit and demerit points are then entered on incident memorandums by the OS. Statement are given to cadets weekly that reflects the status of the cadet's behavior.

<u>DEMERIT</u>	<u>OFFENSE</u>
Dismissal	Possession of a weapon
Director's Discretion	Acts of violence or destruction (Premeditated violence results in dismissal from YCP)
Director's Discretion	Failure to Answer Role Call (FTARC)
Director's Discretion	Actions detrimental to good order
Director's Discretion	Insubordination
Director's Discretion	Destruction or severe damage to YCP property
Treated as a Pass	Unscheduled Medical or Dental Appointment
1000	Horseplay resulting injury
1000	Smoking or Smokeless tobacco
500	Horseplay
500	Violation of Honor Code or Conduct Unbecoming
500	Threatening another Cadet
500	Destruction of YC property

500	Lying
500	Theft of another cadets property
<u>DEMERIT</u>	<u>OFFENSE</u>
250	Neglect of proper courtesy
250	Using vulgar or obscene language
200	Talking in formation/dining facility/quiet time
200	Late for duty/formation/class
200	Uniform/clothing not washed or properly maintained
200	Hygiene/Not clean-shaven
<u>DEMERIT</u>	<u>OFFENSE</u>
200	Outside YC Area without permission
200	Not prepared for inspection
200	Not prepared for class
200	Disrespectful/Disruptive
200	Sleeping in class
200	Absent from duty/formation/class
200	Failure to do details
100	Failure to follow instructions
100	Walking on YCP grass
100	Walking in YCP area vice double timing
100	Failure to secure valuables
100	Violation of Cadet Handbook rule not covered above

E. Alternative Physical Penalty

Depending on the offense and at the staff's discretion, the staff may choose to offer CAPEing (In accordance with Youth Challenge/NGB guidelines) as an alternative to losing points. CAPEing will only be honored if completed within 48 hours of the occurrence and completed by the staff that had written the Cadet up. Examples of CAPEing are: push-ups, sit-ups, flutter kicks, running etc. The severity of the CAPEing is dependent on the severity of the offense committed.

XXXI. CADET RANK STRUCTURE

The Commandant will approve all promotions, prior to being awarded to the individual. Cadets must be recommended by Platoon Sergeant for all promotions. All rank will be worn either on BDU above the right shirt pocket just above the name tag or on the name tag. Saluting will only take place when outdoors or reporting to a board. The levels of rank established for YCP are identified below:

A. Candidate

During the first two weeks at the YCP, you are in the Acclimation Period. If you qualify, you will graduate from Acclimation after the completion of the second week. No rank is awarded to candidates.

B. Cadet 3rd Class

Achieved at Acclimation Graduation

1. Graduate Acclimation
2. Demonstrate good attitude, behavior and performance.
3. Able to recite the Cadet Code and Creed.
4. Completed P/T test.
5. Recommended by the Platoon Leader.

c. CADET 2nd Class

Must have achieved the following during Week 8:

1. Hold the rank of Cadet 3rd Class.
2. Completed Leadership/Followership Classes.
3. Be proficient in individual drill movements.
4. Served in a leadership position.
5. Demonstrate good attitude, behavior and performance.
6. Cadet of the Week at least once.
7. Recommended by the Platoon Leader.

D. Cadet 1st Class

Must have achieved the following during Week 12:

1. Hold the rank of Cadet 2nd Class.
2. Cadet of the Week three times or more.
3. Demonstrate good attitude, behavior, and performance.
4. Be consistently demonstrating leadership qualities.
5. Know the handbook on demand.
6. Recommended by the Platoon Leader.

E. Senior Cadet

Must have achieved the following by Week 16:

1. Hold the rank of Cadet 1st Class.
2. Selected as Cadet of the Week four times or more.
3. Have completed 40 hours of community service.
4. Be able and willing to assist other Cadets in academics and leadership.
5. Be knowledgeable of the Handbook on demand.
6. Recommended by the Platoon Leader.

Senior Cadet Privileges:

The following privileges may be afforded with points:

- a. Limited weeknight phone calls.

- b. Snack privileges on weeknights & weekends.
- c. Other privileges may be considered with approval of Commandant.

F. Distinguished Honor Cadet

Will be selected from Senior Cadets by a board selected by the Director.

G. Designation and Criteria for Guidon Streamers

RECOGNITION STREAMER CRITERIA

Streamer	Color	Criteria
Honor Platoon	Blue	Overall best platoon as determined by the Commandant based on input from the Operations Supervisor, Cadre, and criteria in the Cadet Handbook.
Best Barracks	Red	Based on weekly inspection results.
Teamwork	White	No FTARC/No altercations/incidents for 1 month and best demonstration of teamwork.
Physical Training	Black	All cadets achieve "Participation" Presidential Fitness Award. (Completed by week 15)
		20% Achieve National Ranking
		10% Achieve Presidential Ranking
Drill and Ceremonies	Green	1st Streamer – Platoon achieves a GO rating for 100% of cadets in individual drill (Test 1).
		2nd Streamer – Platoon receives a GO on Test 2.
		3rd Streamer – Platoon receives a GO on Test 3.
		4th Streamer – Platoon receives a GO on Test 4.

XXXII. AWARD PROCESS

Honors are presented the following week. The period of evaluation is Sunday through Saturday. Incidents that happen on the weekend are included in the evaluation process.

A. Cadet of the Week

1. One cadet out of every 10 assigned may be selected as "Cadet of the Week" from each platoon. Selection is based on the cadet's performance and conduct for the

past week. Cadre members make selections with the approval of the Operations Supervisor. Additional candidates for “Cadet of the Week” may be considered with the approval of the commandant.

2. Cadet of the Week must meet the following criteria:
 - a. Demerit column on point sheet should be at a minimum.
 - b. Has participated in all company and platoon activities.
 - c. Has exemplary conduct in the classroom.
 - d. Be recommended from Cadre.

3. Cadet of the Week will receive:
 - a. Arkansas Pin (Award 1-4)
 - b. American Flag Pin (5th Award)

4. Written recommendations are due NLT 0900 hours each Sunday and must include the status of award; i.e., 1, 3, 5 award.

B. Uniform Award

Uniform awards are presented during the colors formation. Cadets must be in the Class A or Class B uniform. To receive a uniform award a cadet’s boot must be highly polished, his/her uniform must be starched and pressed, and his/her personal hygiene must be in compliance with the Cadet Handbook.

1. First, second, and third award is a green ribbon.
2. Fourth award is a gold ribbon.
3. Once the cadet is awarded three gold ribbons and three green ribbons; the next award is a green and white ribbon.

c. Honor Platoon

1. **After week three** an honor platoon is selected. The selection is made on each Tuesday for the previous week through week 22. Selection is made by the Operations Supervisor, and the Shift Supervisors based on the criteria listed below:
 - a. Saturday Barracks and In Ranks Inspections Results
 - b. Behavior of Platoon Members
 - c. Proficiency in Drill and Ceremonies
 - d. Level of Physical Training and Fitness
 - e. Motivation and Attitude of Platoon Members

The Honor Platoon is awarded a streamer for their guidons. Substandard performance by the platoon may result in the award being revoked. The weekly honor platoon receives special privileges recommended by the Cadre and approved by the Commandant. In addition, each member of the honor platoon receives 300 points to be used toward individual privileges.

XXXIII. LEADERSHIP ASSIGNMENTS

All cadets are to be placed in a leadership position to insure that each cadet has an opportunity to serve at least once during the program. Platoon rosters are placed on the bulletin board in the barracks. A copy is provided to Operations, Building 16416.

A. Tour of Duty

1. Change of platoon leadership positions takes place at 0001 each Sunday.
2. Evaluations of leadership performance are documented on the Performance Counseling Form.

Cadet Table of Organization

Company Guide	Cadet Leader of all YCP Cadets
Platoon Guide	Cadet Leader of the Platoon.
Squad Leader	Cadet Leader of a Squad
Guidons Bearer	Representative for carrying the Platoon Flag
Class Leader	Cadet Leader leads during class movements.

In addition to the above a flag detail is assigned on a rotating basis.

B. Duties of Assigned Positions

1. Company Guide Responsibilities

- a. Forming the Company correctly for all Company formations under the supervision of the Shift Supervisor.
- b. Taking reports from Platoon Guides and then reporting results to the Shift Supervisor.
- c. Conducting Colors Formations at the beginning and at the end of each duty day.
- d. Other duties assigned by the Operations Staff.

2. Platoon Guide Responsibilities

- a. Forming the Platoon correctly for all formations under direct supervision of Cadre.
- b. Making a formal report to the Cadre at least twice daily.
- c. Inspecting all cleaning duties and details as prescribed by Cadre.
- d. Moving the Platoon to the dining facility.
- e. Conducting Physical Training under the supervision of Cadre.
- f. Knowing the location of Platoon members at all times.
- g. Reporting violations of regulations to the Cadre.
- h. Other duties assigned by the Cadre.

3. Squad Leader Responsibilities

- a. Forming their sections according to the Handbook.
- b. Knowing location of their personnel.
- c. Ensuring all squad areas are kept properly policed and cleaned.

4. Guidons Bearer Responsibilities

- a. Carries the Guidons when the Platoon marches.
- b. Returns the Guidon to its proper place when not in use.
- c. Proper placement of the Guidon is as follows: When the group is inside the barracks or off duty the Guidon is placed in the holder outside the front door of the barracks.

5. Class Leader Responsibilities:

(The Class Leader serves at the discretion of the teacher)

- a. Marches academic class to and from classroom.
- b. Receives Class Leader Rope weekly on first day of class.
- c. Calls class to attention and dismisses class at request of instructor.
- d. Reports absent and tardy cadets to instructor.

XXXIV. PROGRAM OF INSTRUCTION — ACADEMICS

- A. The program of instruction developed for YCP is designed to help you complete your GED. It also provides you with life skills that make it easier to obtain a better paying job.
- B. The weekly schedule contains 50-60 hours of study, work, exercise and sports. Individual study, meals, personal time and other details are in addition to the 50-60 hours.
- C. Requirements for taking the GED Test:
(Cadet must meet all 5 requirements for testing—NOT JUST THE MINIMUM SCORE FOR TESTING.)
 1. The Director or Deputy Director must authorize the cadet to test.
 2. Cadet must maintain a 2.0 GPA in each class.
 3. Cadet must have no more than one write-up in the two weeks prior to testing.
 4. Cadet cannot be on the disciplinary squad, or on academic probation.
 5. Cadet must score a minimum of 9.0 on the Math and Language Arts or Reading portions of the GED TABE Test in order to take the entire GED Ready Test. Cadet must make a score of 150 (out of 200) on each portion of the GED Ready Test in order to take the official GED Test. **REGARDLESS OF SCORE YOU MUST MEET THE OTHER REQUIREMENTS IN ORDER TO BE ALLOWED TO TAKE THE OFFICIAL GED TEST.**

XXXV. STUDY HALL

There is a mandatory daily one hour study period (will be indicated on the training schedule) for all cadets. Cadets are required to study or complete homework. This is not a period for shining boots, talking, etc. While each cadet is expected to do and turn in original work, studying in small groups is permitted for those cadets having difficulty in one certain area, if approved by cadre and teachers. Cadets caught cheating will face disciplinary action, and may be refused future participation within these study groups.

XXXVI. CLASS LEADER / CLASS RULES

All academic disciplinary action will be documented and conducted in accordance with YCP Policies and Procedures.

- A. Instructors will appoint class leaders. The term of office is one week. Class leaders serve at the leisure of the instructor.
- B. The Class Leaders will march cadets to class. All cadets will enter the classrooms as a group and come to "Parade Rest" behind their seats. The Class Leader will call the class to attention and then give the command, "Take seats." At the end of class, the Class Leader will have the cadets come to "Attention" and wait for signal from instructor to dismiss the cadets.
- C. Cadets **will not talk in class** unless authorized by an instructor for academic reasons.

XXXVII. POST RESIDENTIAL PHASE

Our Post-Residential Supervisor and his/her staff provide the guidance for this phase of the program. You will be expected to develop a Post-Residential Action Plan (P-RAP). This document is where you set the goals that you plan to achieve after graduation. The Post-Residential staff also is responsible for training your mentor. They will train you how to conduct yourself as a mentee. You are required to keep in touch with YCP for **one year** following your graduation through your mentor.

XXXVIII. MILITARY TIME CHART

0001	-	12:01	A.M.
0100	-	1:00	A.M.
0200	-	2:00	A.M.
0300	-	3:00	A.M.
0400	-	4:00	A.M.
0500	-	5:00	A.M.
0600	-	6:00	A.M.
0700	-	7:00	A.M.
0800	-	8:00	A.M.
0900	-	9:00	A.M.
1000	-	10:00	A.M.
1100	-	11:00	A.M.
1200	-	12:00	Noon
1300	-	1:00	P.M.
1400	-	2:00	P.M.
1500	-	3:00	P.M.
1600	-	4:00	P.M.
1700	-	5:00	P.M.
1800	-	6:00	P.M.
1900	-	7:00	P.M.
2000	-	8:00	P.M.
2100	-	9:00	P.M.
2200	-	10:00	P.M.
2300	-	11:00	P.M.
2400	-	12:00	Midnight

XXXIX. Eight Core Components

1. Academic Excellence
2. Job Skills
3. Physical Fitness
4. Leadership/Followership
5. Health and Hygiene
6. Life-Coping Skills
7. Responsible Citizenship
8. Service to the Community

XL. CLASS OF UNIFORM

These characters are used on the daily training schedule to denote the uniform of the day.

CLASS	DESCRIPTION
A	BDU Pant, BDU Jacket, Boots, Pistol Belt, Cap, Ascot, Gloves
B	BDU Pant, Jacket, Boots, Cap
C	BDU Pant, Green T-shirt, Boots, Cap
D	Sweats, Shorts, T-shirt, Tennis Shoes, Cap (Cap not worn during Physical Training)

These are used as an addition to Uniform of the Day

X	Field Jacket
Y	Poncho

XLI. GENERAL RULES AND GUIDELINES

TABE score increases are measured against the Incoming TABE.

After achieving cadet status, the Quad can prevent cadets from possible future advancement. (See Promotional Criteria for details). With probable cause, the Operations Supervisor may reduce a cadet's rank to a lower rank.

With respect to PT, cadets must continually improve their performance to be considered for advancement. Considerations are given for **actual** physical limitations. Cheating on a PT test will eliminate a cadet from future advancement considerations.

If a cadet has a profile, the physical fitness test must be taken after the profile has ended. Promotion will be withheld until the PT test is taken.

REMEMBER: Even though this handbook may be lengthy, **it is not all-inclusive**. Your Cadre will give you additional information and help.

Congratulations on your acceptance to the Youth ChalleNGe Program. We sincerely hope that you successfully complete the program.